

Pre-Award Procedure	Procedure Number	11.6.1P
	Effective Date	November 28, 2017

1.0 PURPOSE

In accordance with Laramie County Community College’s Management and Oversight Authority Policy 11.1 and LCCC’s Sponsored Awards Policy 11.6, the purpose of this document is to outline general pre-award procedures in support of LCCC’s acquisition of sponsored awards.

All sponsored awards are made to the college and, as such, must comply with all LCCC policies, procedures, standards, and practices. Appropriate pre-award review and authorization permit the most effective use of LCCC resources and ensures the ability of LCCC to comply with all applicable laws, regulations, and requirements.

2.0 REVISION HISTORY

Adopted on: 11/28/17

3.0 PERSONS AFFECTED


All persons who seek or acquire sponsored awards on behalf of Laramie County Community College.

4.0 DEFINITIONS

- A. *Sponsored Award* – A sponsored award is the transfer of money or property from an external funder that requires performance of specific duties. The funding relationship usually reflects a joint partnership in setting/meeting project goals. Most governmental funding will be for the purpose of conducting a sponsored award. The funding mechanisms used to meet this purpose can include memoranda of understanding, grants, contracts, cooperative agreements, and other legally binding means of transfer.
- B. *Pre-Award* – All activities leading to securing a sponsored award.
- C. *Award Application* – Any response including a Request for Proposal (RFP) or Notice of Funding Availability (NOFA), application, or proposal submitted when seeking an award.

5.0 PROCEDURES

- A. The Office of Sponsored Awards and Compliance will develop, implement, and oversee policies, procedures, and processes for the acquisition of LCCC sponsored awards.
- B. Approval by the area’s Cabinet Member is required prior to pursuing external funding.
- C. All sponsored awards sought, received, or amended on behalf of LCCC are required to be reviewed and processed by the Office of Sponsored Awards and Compliance.
- D. All applications will receive review by the institutional offices that will support the award.
- E. Final approval for any award application rests with President’s Cabinet.
- F. No sponsor award or contract offer will be accepted without the completion of the Cabinet approval process.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Victoria Steel, Sponsored Awards and Compliance Director	10/27/17
Approval by President's Cabinet		11/21/17
Ratified by College Council	Sabrina Lane, College Council Co-Chair	11/28/17
Approval by President (Signature)		11/28/17