

Performance Management and Reporting Procedure	Procedure Number	11.6.2.3P
	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 provide procedures on performance management and reporting for LCCC sponsored awards.

2.0 REVISION HISTORY

Adopted on: 11/28/17

3.0 PERSONS AFFECTED

All persons who manage or oversee sponsored awards on behalf of Laramie County Community College.

4.0 DEFINITIONS

- A. *Performance Period* – Every agreement will have specified beginning and ending dates. All project effort and expenditures must be incurred or encumbered during this period. If expenditures fall outside this period, they cannot be reimbursed or used as cost sharing. In some cases, pre-award costs may be pre-approved in writing by the awarding agency.
- B. *Project Manager/Principal Investigator* – Individual designated by LCCC to manage the sponsored award project.
- C. *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.

5.0 PROCEDURES

- A. Award Project Management
 - 1) During the Post-Award Approval and Acceptance process (LCCC 11.6.2.1P) the Director of Sponsored Awards and Compliance will consult with the project manager/principal investigator to ensure that scope of work is understood, and the award performance objectives can be met.
- B. Performance Reports
 - 1) The project manager/principal investigator is responsible for meeting performance objectives and complying with reporting requirements.
 - 2) The Director of Sponsored Awards and Compliance and the Institutional Projects Coordinator will provide assistance to the project manager/principal investigator in determining, tracking and reporting of award deliverables and required performance measures.

E. Confidentiality and Privacy


- 1) For FERPA, HIPPA, privacy regulations and laws, 2 C.F.R Part 200.303, and best practice, LCCC deems it necessary to take all reasonable measures to safeguard protected personally identifiable information and other information that is considered sensitive. It is the responsibility of the project manager/principal investigator to review reports that contain personally identifiable information (PII) on employees, students, or others. If sensitive information is identified within the report, the project manager/principal investigator must ensure redaction or verify usage and security of the submission system, prior to submission.
- 2) If a request is made for information to be released to any party other than the funder, the project manager/principal investigator must work with the Director of Sponsored Awards and Compliance, the Director of Institutional Research and LCCC's FOIA Officer in Public Relations prior to release.

F. Timeline and/or Outcomes Not Meeting Performance Plan

- 1) If significant developments, such as problems, delays, adverse or favorable circumstances, occur between scheduled performance reporting dates, the project manager/principal investigator must inform the Director of Sponsored Awards and Compliance, the Accounting Compliance Supervisor and the sponsor.

G. Record Retention

- 1) After an award has closed, the supporting documentation and award records are maintained in the office of the Accounting Compliance Supervisor for one year. After one year, the award records are boxed, archived, and held for storage in a secure storage unit with access given only to authorized personnel and retained per Records Retention Policy 9.5 and Records Retention Procedure 9.5P.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Sabrina Lane, Accounting Compliance Supervisor	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