

Post-Award Procedure	Procedure Number	11.6.2P
	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 post-award procedures in support of LCCC’s management 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 sponsored award management and oversight 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 manage or oversee sponsored awards on behalf of Laramie County Community College.

4.0 DEFINITIONS

- A. *Post-Award* – All activities in accepting, managing, overseeing, closing and reporting a sponsored award.
- B. *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. The Office of Sponsored Awards and Compliance will develop, implement, and oversee policies, procedures, and processes for the performance management and oversight of LCCC sponsored awards.
- B. The Accounting Compliance Supervisor will develop, implement, and oversee policies, procedures, and processes for the fiscal management and oversight of LCCC sponsored awards.
- C. All sponsored awards received or amended on behalf of LCCC are required to be reviewed and processed by the Sponsored Awards and Compliance Director, the Accounting Compliance Supervisor, and the Procurement and Contracting Director.
- D. All sponsored awards will receive review by the institutional offices that will support the award.
- E. Approval by President’s Cabinet is required prior to accepting a sponsored award.
- F. Final signatory authority rests with the President or their designee.

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