



Daytona State College Policy Manual

Title: GRANTS AND CONTRACTS	Number: 5.14
Legal Authority: F.S. 1001.64	Page: 1 of 2

An externally funded grant or contract is considered to be an agreement between the College and any federal, state, local public or private source which places an obligation on the College in return for monies, equipment, materials, supplies, services or other items.

1. CONFORMITY TO STATED COLLEGE PURPOSES

All grants and contracts involving the College, its programs, administration, faculty, staff, students and any associated personnel must be directly supportive of the mission and purposes of the College.

2. ASSURANCE OF CONFORMITY TO STATED COLLEGE PURPOSES

To assure that externally funded projects are consistent with the College mission, purposes and operating procedures, each proposal for external grant or contract support shall be reviewed by the Office of Resource Development and approved by the President of the College. Each proposal shall then be presented to the Board for its approval.

3. ASSURANCE OF INSTITUTIONAL CONTROL

Prior to administrative approval, all external grant and contract procedures will be reviewed to ensure that institutional control of funded research, instruction and other College activities will not be subordinated or in any way compromised.

4. ADMINISTRATIVE ADHERENCE TO COLLEGE POLICIES AND GUIDELINES

The College shall monitor all externally funded grant and contract projects to ensure proper adherence to funding agency and College policies and procedures.

Approved by the District Board of Trustees	Date: 10/18/12	President's Signature
<i>History: 11/19/09; Originated: 8/12/93</i>		Revision Number: 2



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5. FACULTY PARTICIPATION IN EXTERNALLY FUNDED PROGRAMS

Faculty participation in external grant and contract projects is predicated on receiving prior approval from the faculty member's supervisor and will include mutually agreed upon time limitations.

6. FREEDOM TO INVESTIGATE AND REPORT

Externally funded grants and contracts must not contain language which would undermine the ability to investigate and report results by project participants.

7. GRANT AND CONTRACT PERSONNEL COMPENSATION

All salaries, salary supplements, benefits contract and professional fees paid to College employees from externally funded grants and contracts during a calendar year shall be determined at a rate commensurate with College wage scales for the position(s) involved as determined by the Human Resources Department.

8. CONSULTANT SERVICE FEES

Faculty members and other College employees are free to negotiate consultant service fees for work performed outside the scope of their College responsibilities, as long as it does not interfere with institutional obligations. If the contract or grant is negotiated through the College, then fees must conform to College scales and standards.

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