**Grants and Contracts**

The Grants and Contracts office assists the faculty in securing external funds to

support study, research, equipment, curriculum development, and other activities

directly affecting the academic program. Established in 1987, the office oversees

related federal/state regulations and develops internal policies and procedures to

ensure compliance. The office assists faculty in idea development, proposal

writing, budget preparation, coordinates institutional approvals, negotiates grant-related budget awards and contracts, monitors expenditures and oversees

reporting requirements.

**Retention Schedule**

**Agency Information**. Resource files for Non-Federal and Federal Agencies who

provide grant funding. The files may contain guidelines, sample forms, annual

reports, and other reference information.

Disposition Instructions: Destroy in office when superseded or obsolete.

**College Files.** Resource files on grants offices in other colleges. Also files on

professional organizations. Files may contain correspondence, reports, brochures,

and other records.

Disposition Instructions: Destroy when superseded or obsolete.

**Completed Grants.** Copies of funded grants that have been completed. Files

may include copies of the grant proposals, interim reports, final reports,

correspondence, and other records. Grants that are in process are housed first as

applications. Grants awarded funding are moved to a grants file and maintained

through the completion of the project. Complete grants are then moved to

storage. Grant applications that are not funded are stored for 1 year and returned

to the principal investigator. Information on the applications is kept on a

computer database.

Disposition Instructions: Retain in office for 2 years after completion,

transfer to College Archives for appraisal and final disposition.

**Computer Databases.** Databases for the Grants and Contracts Office: Apply -

Faculty profiles to identify recipients of grant information. Fellowships - Tracks

pre- and post award fellowships and grants to individuals; Grants - Tracks pre- and

post-award grants to institution rather than individuals; OCG Library -Tracks

documentation and reference sources maintained by the office; Indirect - Tracks

indirect cost allocations.

Disposition Instructions: Retain in office. Files are for administrative use

and may be destroyed when superseded or reference value ends.

**HSIRB.** Materials relating to the Human Subjects Institutional Review Board

submissions. May include forms, protocols, review comments, examples of

surveys, consent forms, and notices of action.

Disposition Instructions: Retain current year in office. Transfer annually for

inactive storage. Destroy after 5 years.