



# Grants Resource Center

## Policies and Procedures Manual

A Guide for Principal Investigators for  
Successfully Writing, Submitting, and  
Managing Grants

Baton Rouge Community College is an Equal Opportunity/  
Equal Access Employer

**2016**

*The Baton Rouge Community College (BRCC) Grants Resource Center (GRC) serves the College by assisting faculty and staff with competitively researching, developing, and securing grant funding, and with grant management in the overall support of the College's mission to identify and meet the needs of students and the local community.*

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# Introduction

## [Role of the Grant Resource Center](#)

The goal of the Grant Resource Center (GRC) is to provide advice and support to BRCC faculty and staff in securing grant awards. The ultimate goal of the office is to further the mission of BRCC; all externally funded programs are secured with this responsibility in mind.

This office will assist faculty and staff with the proposal preparation process and the grant application process. This will support the project developer in achieving all established goals and protect the interests of BRCC in complying with the sponsored project requirements. A request for external funding will normally require some degree of institutional commitment and endorsement. Sponsored projects carry with them financial, regulatory, and legal obligations. A routing system has been developed to assure appropriate review and signature approval.

## Grants Policy

In the development of a program for external funding the following factors must be considered. The project should:

- align with BRCC's current strategic priorities;
- align with the academic department's goals; and
- have the support of the Dean/Executive Director/Director of the division/department, the respective Vice Chancellor, and the Chancellor.

BRCC's GRC will provide pre-award support. Faculty and staff must submit the Grant Proposal Development Checklist to the GRC to begin the approval and routing process. The Checklist must be turned in 6 weeks before the anticipated proposal deadline. (See 2. c. *Internal Proposal Authorization*)

When the proposal is received by the GRC, it is reviewed for completeness, budgetary accuracy, consistency with funding source objectives, compliance with BRCC requirements, and overall quality. Any needed corrections or changes to the proposal will be made by the project director or Principal Investigator (PI).

Once the approval and writing process are completed, the GRC will assist the PI with copying and mailing or electronically preparing the final proposal to send to the funding source. PI(s) will receive a copy of the transmittal containing all required signatures. This will serve as official notification that the project has been approved and/or submitted.

## *Special Grant Submissions*

### *BRCC Foundation Submissions*

There will be times when proposal submissions will have to be submitted by a non-profit entity. BRCC's Foundation is a registered 501c3 non-profit entity. All procedures still apply; in addition, however, the foundation's board must approve the submission.

### *Multi- Institution/Agency Proposal Submissions*

Presently federal agencies strongly encourage developing strategic partnerships to create projects and submit proposals for funding. BRCC encourages collaboration with other institutions and agencies to secure funding for projects if appropriate. BRCC is an LCTCS institution and is subject to specific guidelines when applying for a grant for multi-institutional projects. Please refer to the LCTCS website for those guidelines.

(<http://www.lctcs.edu/assets/docs/FinanceAndAdministration/1.043.pdf>)

## Types of Grants

As a general rule, grants are awarded to assist in supporting the funder's mission. A grant is like a trust agreement: the recipient of the funding makes no guarantees other than that work will be done generally as described in the proposal and that good research, management, and evaluation practices will be followed. If the grantor is unhappy with the quality of the work or if it is indicated that the research findings are not promising, it may choose not to fund the applicant in the future. Grants are generally made for a specific period. For multi-year awards, funds usually are disbursed on an annual basis by the granting agency.

Numerous types of grants are awarded by federal and state agencies, private foundations, business and industry, and local government:

- **Demonstration grants** illustrate the effectiveness of a new or unique procedure or method while providing a direct benefit to a group of clients.
- **Training grants** support the costs of training staff, potential staff, or students in skills needed in a particular field.
- **Planning grants** allows a PI to lay the foundation for a new project.
- **Seed grants** help the institution or PI initiate certain activities or services that are to continue after the grant support ends.
- **Project Grants** is a grant that provides money to complete a certain project. There are certain specifications that need to be completed within a certain time period.

In addition there are three types of federal grants BRCC may apply for:

- **Entitled funds** which are subject to an annual appropriation process.
- **Formula grants** which are subject to an appropriation process and the amount awarded is based on factors contained in the authorized legislation.
- **Discretionary grant funds** which involve a competitive process and is subject to an annual appropriations process.

These applications are reviewed and generally ranked according to objective criteria usually included in the Request for Proposals (RFP) or the grant announcement.

## Proposal Preparation Process

Before starting the application process, the applicant should be aware of these guidelines:

- Be clear about what is to be accomplished.
- Be familiar with the college's strategic plan and research potential funders thoroughly. This information is to be applied throughout the proposal preparation.
- Be sure you are clear on the funder's goal as stated in the guidelines. Review grants awarded by the funder.

- Preview both successful and unsuccessful applications from grant-seekers whose projects are similar to yours; this will provide some good ideas and an understanding of the competition.

## Team Building

Do you have any colleagues who might share your passion for this idea? Think about other faculty or staff members who may need to be involved if you are funded. From this list, develop your team, those who will assist in the creation of this project from beginning to end. Be sure to include the compliance officer and a staff member from GRC. They do not have to be at all of the meetings but should be invited to the development phase.

## Construct a Timeline

Determine the launch date. Work backwards from that point and make a tentative timeline which will give you some idea of what should be completed by when. The next adjustment to the timeline will occur when the proposal deadlines are researched or announced as in the case of a federal grant. The other type of time line is within the proposal itself. The different aspects or phases of the project should be placed on a schedule which follows the timeframe of the funding period.

## Internal Proposal Authorization (Grant Proposal Development Checklist)

*(Located on the BRCC website, on the Grant Resource Center link.)*

The grant applicant, project developer or the federal term used is Primary Investigator (PI), must complete the *Grant Proposal Development Checklist* and budget sheet as found on the BRCC GRC web page to begin the process of developing the project. The checklist must be submitted to the Grant Resource Center 6 weeks prior to the grant submission deadline. In the event that the funding agency releases a proposal solicitation with fewer than before submission, contact the GRC to discuss if a reduced timeframe for the checklist submission is possible.

The *Grant Proposal Development Checklist* will require that the project narrative be describe in 150 words or less and that a proposed budget be provided which includes the college's financial investment as well as the complete proposed budget for the project. After both forms have been completed, the PI, the respective department chair, and the Dean/Executive Director/Director must sign the form. The completed form and budget sheet are sent to the GRC for review and further

approval by Information Technology (if applicable), the Vice Chancellors, and the Chancellor. This form must be submitted a minimum of 6 weeks before the proposal due date. When the grant proposal has been approved, the PI and Dean/Executive Director/Director will receive email notification of the approval with the signed checklist attached.

## *Identify Funding Sources (More under “Resources”)*

There are several options available to assist in finding a potential funding source for your project. These include both federal sources and private sources. Once a project has been identified and presented to the GRC Director, grant opportunities will be sent to you for review.

For a federal agency, you can begin with [www.grants.gov](http://www.grants.gov). You must have the Catalogue of Federal Domestic Assistance (CFDA) number or the title of the program. <http://www2.ed.gov/fund/landing.jhtml> is another funding source for education programs sponsored by the U.S. Department of Education. It is often helpful to review past funded grants to assist in developing your idea; these are generally available on the respective agency website.

Many private foundations have their own websites. Two other sources for researching funding are the BRCC Library and the Louisiana State Library. Free online databases that assist with researching funding sources are:

1. CDW-G resource:  
<https://www.getedfunding.com/c/userpreg.web?nocache@1+s@IHVvWEKTd0Nl+frompage@product+record@2543>
2. Houghton Harcourt resource:  
<http://www.hmhco.com/educators/educational-services/grants-funding/free-grant-database>

Consider these factors when choosing which foundation to pursue for funding:

1. **Align Interest:** Your project should closely reflect the funding priorities and philosophy of the organization to which you are applying.
2. **Funding:** Research what the foundation does not fund. Also research what is the average grant awarded, funding range, and geographical restrictions.
3. **Favoritism** is not uncommon in the grant-making world. Funders are more likely to support your project if they know and trust the college.
4. **When researching private foundations,** you can contact the organization to ask if they will allow you to submit a concept paper to determine interest. Once you have established a relationship prior to submission, ask who could provide technical assistance, if needed, to discuss and understand the application and proposal review process.

## *The Debarment and Suspension List*

The Debarment and Suspension List contains the names of businesses and persons with which the federal government has suspended business for a variety of reasons. If you are applying for a federal grant, you should check this list before naming vendors or contractors who are going to be a part of the grant. The website is <https://www.epls.gov/>.

# Writing the Proposal

Do not look for the money first. Start with a good idea. Develop a program based on an unmet need, and then find a source of funding that matches your program.

## *Guidelines for Writing*

BRCC sponsors grant writing workshops as part of the professional development program.

The federal government has an excellent guide to writing federal proposals: <http://www.federalgrantswire.com/writing-a-federal-grant-proposal.html>. Other resources can be found in *Section 5b, Grant Writing Assistance*.

## *Agency Guidelines*

Many private foundations have specific guidelines to follow as part of the submission process. Be sure to follow their directions to the letter. Failure to follow just one requirement may be a reason for them to remove your proposal from the competition.

## *Collaborations (Sub-Award Policy)*

BRCC encourages collaboration between BRCC departments and with other institutions and organizations. Collaboration may occur when an institution or organization invites a BRCC department or group to work together on a funding project or when a member of BRCC seeks to partner with an organization on a BRCC-initiated project.

The same BRCC internal authorization process applies to collaborative activities. The proposed project activities, a budget reflecting BRCC's portion of the work to be performed, and any documentation of BRCC's obligation to the project must be approved through the internal review process prior to submission by the collaborating entity. Key information regarding the proposal project along with the transmittal form must be received by the GRC no later than 6 weeks before the submission deadline to the funding source or the collaborating agency. A letter of commitment to collaborate must be part of the supporting documents for the transmittal form packet.

The LCTCS has a grant submission policy that governs multi-institutional proposals. These guidelines can be accessed on the LCTCS website.

(<http://www.lctcs.edu/assets/docs/FinanceAndAdministration/1.043.pdf>)

**Collaborations involve much preparation and must be completed well in advance to meet all of the time constraints of all of the entities involved.**

## Supporting Research and Data

Data is necessary to support the basis for the project. Once the need has been identified, support documentation should be obtained from the Office of Institutional Research. Request all data reports from Institutional Research as early as possible prior to when you expect to submit your checklist for approval. Other sources of support data can be credible journal articles, credible research on the internet, books written on the subject, and studies that were done in the particular area of research.

Research should both support the identification of the need and the solution to the problem. Statistics about Baton Rouge may be helpful as well as data about community colleges in general.

## Writing Goals and Objectives

A goal is broad and reflects the purpose of the grant. The goal demonstrates what your target population will receive from the project. Goals do not have to be measured.

The objectives are very specific outcomes; these results accomplish the goals of the program. Objectives should be measurable and should be written with action verbs. When writing objectives, remember to include who, what, when, where, and how the impact will be measured. Activities are the third component of the project and describe how the objectives will be carried out. When writing the activities, make sure to include who is responsible for carrying it out, what will take place, and a timeline.

Here are some examples:

Goal: To improve the academic achievement of students in developmental courses.

Objective 1: To hire five (5) additional certified tutors to increase the number of hours the tutors are available by 50%.

Activities:

- 1.1. ALC will advertise in the developmental classes that tutors are available;
- 1.2. Teachers will identify and refer to the ALC those students who need tutoring to pass the course.
- 1.3. ALC staff will chart the academic progress of those students until the final exam has been taken.
- 1.4. The counselors will receive monthly reports from ALC staff and will meet with students monthly to discuss their progress.

## Evaluation

An evaluation plan should be built into the project. This indicates how well you have achieved your objectives. It also helps to refine and improve the project.

There are two types of formal evaluation: one measures the product (summative) and the other analyzes the process (formative). Both might be appropriate for your project. For either type, you will need to describe the manner in which evaluation information will be collected and how the data will be analyzed. You should present your plan for how the evaluation and its results will be reported and the audience to which it will be directed. For example, it might be used internally or shared with the funder, or it might deserve a wider audience. A funder might even have an opinion about the scope of this dissemination.

## Budget/Financial Information

The budget for your proposal may be as simple as a one page statement of projected expenses or your proposal may require a more complex presentation. It may have to include a page on projected support revenue and notes explaining various budget items. Proposal budgets include two basic categories: direct cost and indirect costs or facilities and administration (F&A) expenses. F&A is a calculation of the cost of the use of BRCC's facilities and services provided for the project.

As you prepare to assemble the budget on the Budget Worksheet (3 year projection), review the proposal narrative and make a list of all personnel and non-personnel items related to the operation of the project. Be sure that you list not only new costs that will be incurred if the project is funded, but also any ongoing expense for items that will be allocated to the project. Any specialized rates should be requested from

the Grants Resource Center. Keep your budget worksheets; they will be valuable for discussion purposes and for monitoring the project once funded. There are standard budget categories such as personnel, fringe benefits, professional service, travel, equipment, and so on.

There are four tests for allowable expenses which are described by the United States Office of Management and Budget (OMB). If you are applying for a federal grant, you need to be familiar with these. It is described in Circular A-21. You can access it through their website.

*i. Cost Categories*

**Personnel:** Faculty member efforts are expressed in course overloads. Sometimes it will be measured as a percentage of an employee's annual base salary, commensurate with the estimated time the person will devote to the project.

Always include exact salaries and anticipated salary increases when preparing a multi-year budget. Consult the Grant Resource Center for current salary increase projections. These projections do not commit the PI, department, or BRCC to grant specific increases to individual staff members; rather, they allow BRCC to present a consistent picture of its estimate for future costs.

One overload is equivalent to 45 clock hours of work. Faculty members cannot commit to more than 100% of their effort. For adjunct faculty (who may be hired for course overload time), use BRCC's average rate of pay. Faculty members are generally appointed for the nine month academic year or 11 months which includes two months for the summer. Some proposals may require you to calculate release time in months, e.g. 1.25 months, or in course overloads. Read the guidelines to determine which one is appropriate.

**Fringe Benefits:** Fringe benefits are charged as a percentage of salaries to cover those benefits provided by BRCC. There are two rates: one for full-time employees and one for part-time employees. The fringe benefit rate is determined by the Office of Administration and Finance. Consult the GRC for the current rate.

**Contracts & Consultants:** Consultant fees are a separate category of direct costs and are not listed as part of the personnel budget. Consultant fees may be paid only to individuals not employed by BRCC who can provide special knowledge or advice necessary for the project. Consultant fees may include any charges associated with the consultant's services, such as travel and

subsistence. The PI must follow all BRCC policies regarding contracts and professional services. All contract forms can be found on the Office of Administration and Finance, Accounting and Finance web page at [http://www.mybrcc.edu/employee\\_resources/finance/contracts/](http://www.mybrcc.edu/employee_resources/finance/contracts/). Please seek guidance from the GRC if you need assistance with the BRCC contract packet forms.

**Travel:** Indicate briefly the purpose and frequency of expected travel and its applicability to the project. Per diem rates, mileage, and air/travel are calculated using state mandated guidelines as found in PPM 49 of the Louisiana State Travel Guidelines. BRCC travel is subject to all rules and regulations established in the LA Travel Guide PPM 49. The state travel guidelines are available at <http://doa.louisiana.gov/osp/travel/travelpolicy.htm>.

**Equipment:** The PI must provide an itemized list of equipment to be purchased, including description, cost estimate, and justification of need. The cost of a single unit of equipment should include related charges, such as those for accessories needed to make it operable, installation fees, delivery costs, insurance, and taxes, if any.

**Materials and Supplies:** Expendable equipment (up to \$5,000) and supplies should be listed in this section. Each item or group of items should be listed and carefully justified in terms of need. This category includes, but is not limited to, items such as chemicals, small electronic components, computer and printer supplies, books, and software.

**Participant Support Costs:** Costs of tuition, fees, travel, per diem, registration, books, manuals, and special supplies for program participants in conferences, symposia, and workshops are allowable as a direct charge.

**Publication and Printing Costs:** This category covers printing of publications, documents for distribution, conference printing, and printing of reports.

**Operating Expenses:** Each operating expense should be listed separately. Items may include postage, telephone, faxing, e-mail, copying, education materials, office supplies, computer time, and the like.

**Other Direct Costs:** These items should be included in direct costs if possible:

- Equipment maintenance and extended warranties for new equipment;
- Advertising charges;
- Security, if needed;

- Professional staff recruiting;
- Rental and maintenance costs; and
- Any off-campus charges.

**Indirect Costs:** Indirect costs represent those expenses not readily identifiable with any single project, but which represents BRCC's costs for carrying out sponsored project activities. Contact the GRC for the indirect cost rate which could be included in the budget unless otherwise stipulated. BRCC's negotiated indirect cost rate is 25%, effective to June 30, 2016.

**Cost Sharing:** Some funding agencies may require that BRCC share in the costs of the sponsored project. Cost sharing should be generally indicated on the basis of direct expenses, e.g., release time, fringe benefits, and indirect costs. Cost sharing funds are subject to the department and BRCC's approval.

**Budget Narrative:** A budget narrative is useful in defining the costs included on a project budget. It explains each budget line item, especially those that are unusual. There are several formats that can be used. Make sure the format you use is acceptable to the funding agency.

**Support and Revenue:** For the typical project, no support and revenue statement is required. However, if the project is expected to generate revenue, then a financial report may be required. Any earned income anticipated should be estimated on the Support and Revenue Statement. For example, if you expect 50 people to attend a performance on each night it is scheduled, you would report the ticket price and total anticipate revenue: for example, at \$10 per ticket for 50 attendees, total revenue would be \$500. You should keep back up worksheets and support documents to prove your end results.

# Post Grant Procedures

## Award Process

Once a proposal is submitted to a funding agency, the review process may take from six to nine months before the college receives formal notification about its status. While the Principal Investigator (PI) may receive preliminary or informal advice from the funding agency, this advice may precede official notification by as much as several months. *No work may be initiated or costs incurred until the funding agency's official written notification is received and accepted by BRCC.* When this

notification comes directly to the PI, **the award document and any attachments should immediately be forwarded to the GRC for formal acceptance. Once the award has been formally accepted, a copy of the full award document should be sent to the Grants Compliance Office.**

## Negotiations

In some instances, the funding agency may want to negotiate the substance or scope of the work or the terms and conditions under which an award will be made. Negotiations of the technical aspects of a proposal are generally conducted with the funding agency's program officials. Negotiations concerning type of award mechanism, terms, and financial arrangements are conducted with the funding agency's grant or contract officials. The PI, with the assistance of the GRC, is responsible for negotiating the technical and contractual aspects of the proposal.

*It should be noted, however, that in no case should the technical aspects of the project be negotiated without consulting the GRC, since any changes in the project scope are likely to affect the cost and performance aspects.*

If negotiations result in any major contractual or technical changes to the original proposal, the revised proposal, as resubmitted, must be submitted for internal approval following the same procedures as those outlined for the original proposal.

## Award & Acceptance

An award may be made in the form of a letter issued by the funding agency or may consist of a complete contractual document.

## Acceptance of an Award

The GRC is BRCC's central office for the receipt of notifications of sponsor acceptance or rejection of awards. In cases where an award document is sent directly to the PI, such notices should be forwarded to the GRC immediately.

Because an award to BRCC from a sponsor represents a formal obligation by both the PI and the GRC, the GRC must review the provisions of each award offer before BRCC formally accepts the award. The PI must review the document to ensure its conformance to the proposal and that the scope of work, timetables, and deliverables, if any, are acceptable. The GRC reviews the award to ensure that its

provisions are acceptable to BRCC, identifies any unusual terms and conditions to the PI, and conducts any further negotiations, if required.

After review, the GRC submits the appropriate acceptance documents to the funding agency. *The award is not official until the funding agency returns a final signed copy of the award document.*

*No charges may be incurred against an approved grant until such time as the GRC has formally accepted the award, a BRCC account number has been issued by the Office of Accounting and Finance, and a budget has been submitted to OAF. Commitments to personnel or subcontractors, prior to formal institutional processing, will not be honored.*

## Grant Accounting Procedures

### i. Award Accounts

The Grant Compliance Officer (GCO), together with the PI, will complete the appropriate budget documentation and forward this information to the Budget Manager for fund and org assignment and budget set-up. The Budget Manager will notify the GCO and the PI when the fund and org codes are issued and the budget is established. Part of this process includes a discussion between the PI and the GCO to review budget information, award restrictions, reporting procedures, deadlines, etc. Questions which the PI may have will be addressed during this meeting.

### ii. Authorized Budget

Each project has a budget approved by the funding agency and BRCC. This is a target document indicating intended categories of fund expenditures. Depending on the funding agency's award provisions, it may be modified as required, in the course of the project performance. Some funding agencies have restrictions as to the kinds and amounts of modifications which may be made to the budget.

## Commitment of BRCC Resources

***Persons making unauthorized commitments of BRCC resources may become personally responsible for those commitments. For example, BRCC will not recognize obligations for subcontractors or consultant service agreements which have been entered into without institutional clearance.***

## Reporting Requirements

i. Financial Data

BRCC's Office of Accounting and Finance is responsible for the preparation of billings and financial reports for the project; the PI should not prepare and send billings or provide financial reports to funding agencies. The PI has the responsibility to submit information timely and accurately to the OAF for the preparation of invoices and reports.

Funding agency requests for special billings or reports should be directed to the Comptroller.

ii. Records Retention

At a minimum, records pertaining to grant/contract income, expenses, time and effort reports (if required), and correspondence must be retained for a period of five (5) years unless a longer retention period is specified by the funding agency; this five (5) year period begins on the date of submission of the final report. If a grant is audited after the submission of the final report, then the retention period begins on the date that the audit is closed and all responses are accepted.

iii. Reporting

With few exceptions, every funding agency requires a stipulated number of reports during the life of the project as well as a final report. Preparation of the technical report(s) is the responsibility of the PI, who must make certain that such reports are delivered to the funding agency in a timely manner and in the required format. **The importance of the submission of such reports on a timely basis cannot be overstated.** In a grant or contract arrangement, unlike gifts, the funding agency expects to be informed of results. Negligence by the PI may substantially affect his/her (and BRCC's) ability to receive other support from the sponsor; it may also result in a loss of payment for costs already incurred.

Time and effort reporting for federal grants is of particular importance. All federal grants require that documentation be completed that certifies the amount of time and the percentage of effort expended by those paid with

federal funds. The GCO will meet with the PI and those to be paid under federal grants to explain the process and the forms to be used.

## Fiscal Management

The PI exercises primary responsibility for oversight of the project budget. While BRCC serves as the fiscal manager of each award, direct responsibility for project management rests with the PI. BRCC's GCO will assist in meeting all reporting deadlines.

BRCC wishes to allow maximum flexibility to the individual PIs in the management of their projects. However, because the award is made to BRCC and not to an individual PI, both BRCC and the PI share responsibility for programmatic accountability. Expenditures on sponsored projects must be consistent with the actual progress of the project, as proposed to the funding source. Every effort should be made to incur expenditures in a timely manner that reflects consistent programmatic progress.

i. Purchasing

Questions regarding procedures for the procurement of equipment, supplies, services, etc., should be directed to the Director of Purchasing. All purchases are processed through the online Banner requisition system. The PI should complete an online requisition through Banner Self Service or Banner. If assistance is needed for this process, please consult the GCO or the PI department's coordinator.

ii. Monthly Budget Reports

A budget report of revenue and expense accounts for a grant fund may be accessed online through Banner Self Service, Banner, or Argos. The PI should compare and reconcile the report with his/her own records each month. If the PI's records disagree with the budget report, the PI should contact the Office of Accounting and Finance to resolve all differences and inform the GCO.

## Hiring New Personnel

If new faculty or other personnel are to be hired to work on the funded project, the PI must first contact Human Resources (HR) for appropriate procedures. (No person will be hired until the grant has been formally awarded.)

## Resubmission

i. *If the proposal is not funded*

Unfortunately, the majority of grant proposals are not funded. Failure to receive funding during the first submission does not mean a project idea should be abandoned. Most funding sources will allow for resubmission of a proposal; other options include investigating alternative funding sources.

ii. *Resubmission of proposal*

The first step is to get feedback from the funding source. Many federal programs will provide comments made by reviewers. This information will indicate where reviewers felt the project was weak and whether the proposal should be resubmitted after revision. Unfortunately, some funding sources (typically smaller foundations) do not provide feedback to applicants. However, it may be helpful to contact the funding source to see whether they will discuss the proposal. This option should be coordinated through the GRC.

## Resources

Additional information may be found on the GRC web site in the document entitled *Links to Sources and Resources*.

### *Federal Policies from U.S. Office of Management and Budget (OMB)*

The following circulars may be found at this link:

[http://www.whitehouse.gov/omb/circulars\\_index-education/](http://www.whitehouse.gov/omb/circulars_index-education/)

- OMB Circular A-21 Cost Principles for Educational Institutions
- OMB Circular A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Organizations
- OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations

### *Proposal Writing Assistance*

**Foundation Center**

Free online guides and tutorials are available. The titles are “Proposal Writing Short Course” and “Proposal Budgeting Basics.”

<http://fdncenter.org/getstarted/learnabout/proposalwriting.html>

#### **National Science Foundation**

This site offers a free guide for writing in the style that the NSF prefers.

[http://www.nsf.gov/pubs/gpg/nsf04\\_23/](http://www.nsf.gov/pubs/gpg/nsf04_23/)

#### **Catalogue of Federal Domestic Assistance**

“Developing and Writing Grant Proposals” is available at the grants.gov website.

<http://www.federalgrantswire.com/writing-a-federal-grant-proposal.html>

#### **The Non-Profit Guide: Grant Writing Tools for Nonprofit Organizations**

<http://www.npguides.org/guide/index.html>

**Department of Education**, Office of Postsecondary Education (OPE), Funding for the Improvement of Postsecondary Education (FIPSE): “Funding Your Best Ideas: A 12 Step Program”

<http://www.ed.gov/about/offices/list/ope/fipse/steps.html>

Free and good practical advice: [www.grantproposal.com](http://www.grantproposal.com)

### *Funding Opportunities*

Louisiana Board of Regents: <http://www.laregents.org/www2/index.htm>

Federal Grants: [http://www.grants.gov/applicants/find\\_grant\\_opportunities.jsp](http://www.grants.gov/applicants/find_grant_opportunities.jsp)

### *Selected Program Guidelines and Grant Listings*

Department of Education: The Education Department Grants Administrative Regulations (EDGAR): <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>

Health Resources and Services Administration:

<http://www.hrsa.gov/grants/index.html>

National Science Foundation: <http://www.nsf.gov/funding/>

### *BRCC’s General Information*

Official College Address:

Baton Rouge Community College  
201 Community College Dr.  
Baton Rouge, Louisiana 70806-4156

## *Governmental District Information*

**Government Officials:** contact information may be found at this link  
<http://www.legis.state.la.us/district/zipcode.asp?addr=201+Community+College+Dr.&city=Baton+Rouge&zip=70806>

### Federal

U.S. Senators: William "Bill" Cassidy (R) and David Vitter (R)

U.S. House of Representatives    District 6    Garret Graves (R)

### State

House District 61    Representative C. Denise Marcelle

Senate District 14    Senator Yvonne Dorsey Colomb

### *BRCC Information:*

*Parish:* East Baton Rouge Parish

*Federal Tax Identification Number (TIN or EIN):* **72-1334786**

*Dunn & Bradstreet Number (DUNS):* **123232519**

### *Current Federal Indirect Cost Rate:*

25% (See GRC staff for further explanation)

### *Fringe Benefit Rates:*

Full-Time    46%

Part-Time    20%

*Staff and Student Demographics:*    See Institutional Research web page at

[http://www.mybrcc.edu/about\\_brcc/institutional\\_research\\_planning\\_assessment\\_accreditation/institutional\\_research.php](http://www.mybrcc.edu/about_brcc/institutional_research_planning_assessment_accreditation/institutional_research.php)