

**Clafin University**  
**Procedures for Lottery Funds**  
**Student Aid Funding Procedures**

**SC Hope, Palmetto Life, and Palmetto Fellows Expenditure Procedures**

- Students are awarded SC Hope, Life, or Palmetto Fellows based on the eligibility requirements set by Commission on Higher Education.
- In the Office of Financial Aid, the students are divided by the alphabet. Each counselor is responsible for validating the eligibility of students for initial awards. The counselor completes the State Eligibility Form on each student. The data for the form is retrieved from the student's transcript.
- Ms. Williams requests the funds for the students based on the estimated awards that have been made for incoming and returning students in the PowerFAIDS system. The breakdown by each program is provided to Mrs. Harmon, Student Accounts Manager, for invoicing CHE.
- While waiting on the University to receive funds, Ms. Williams will check the Admissions Module in Jenzabar for the final high school transcript information to verify if students are still eligible for SC Hope or Palmetto Life. Based on the information reviewed, there may or may not be changes. For returning students, Ms. Williams pulls their transcripts to verify the 30, 60, and 90 and 3.0 lifetime GPA. Each student is required to sign an affidavit. Ms. Williams checks to ensure there is a signed copy on file for each student.
- Once students' eligibility is verified, a disbursement is done in PowerFAIDS. Ms. Williams then send the transmittal over to Student Accounts for posting to the students' accounts.
- If additional funds are needed, Ms. Williams will submit another request to Mrs. Harmon. Mrs. Harmon will then submit another invoice to CHE. Once the funds are received, a transmittal is completed.
- Ms. Williams will upload the Enrollment Report to CHE through CHEMIS in October and March of each year.

**South Carolina Tuition Grant Expenditure Procedure**

- Students must the FAFSA by June 30th of each year in order to initially be eligible for the SCTG.
- Incoming freshmen must one of the following criteria, must attend an Independent College; 2.7 GPA; graduating in top 75% of class; 900 SAT; or 19 ACT and submit FAFSA by June 30th.
- Returning students must meet Satisfactory Academic Progress as outlined by the University and complete the FAFSA by June 30th. If a student is on SAP, and submit an appeal that is approved, the student is then eligible.
- If the student is a transfer student, their transcript is reviewed to ensure they are meeting SAP, and completed the FAFSA by June 30<sup>th</sup>. If a transfer transfers in on SAP and a appeal is submitted to the SAP Committee and approved, then the student is eligible.
- All students eligible must sign an affidavit.
- SCTG Commission will make available a report on a weekly basis of students that are eligible and not eligible to receive the SCTG.
- Each counselor will use the State Funds Form to validate if the student is eligible to receive the grant. If the student meets the criteria, then the counselor searches for their name on the report.
- Once the Enrollment Report is available to the University, Ms. Williams will validate each student that is eligible. Each student is coded on the report. If they are not enrolled, they are deleted from the report. If the student is not eligible, he/she is coded ineligible.
- Once the report is completed, it is submitted to SCTG Commission. Once the report is received by SCTG Commission and processed, notification will be sent to Ms. T. Williams and Mrs.

Harmon. When funds are received and the University, Mrs. Harmon will notify Ms. Williams. Ms. Williams will then submit a transmittal to Student Accounts. Student Accounts will then post the funds to the students' accounts. Once this process is completed, Mrs. Harmon will complete a form and submit the SCTG Commission providing the date the funds were received and the date disbursed to the students' accounts.

## Clafin University

### Lottery Procedures – National Guard Tuition Payments

#### National Guard Tuition Repayment Program/College Assistance Program (CAPS) Expenditure Procedures

- Clafin University Student Accounts Manager (CUARM) will log into the National Guard CAPS database to get the list of students that have been approved for CAPS. If a student has notified the school that they are eligible for National Guard but is not showing in the database, the student will have to contact their commanding officer. If a student has subsequently been approved, an email is sent from the student liaison from the National Guard Office notifying the CUARM of this change.
- The CUARM verifies that the students are enrolled at Clafin that are approved for CAPS.
- The CUARM prints out a list from the database and sends the list of students to financial aid, letting them know how much each student will be receiving. The Clafin University Financial Aid Counselor then applies the funds to the award letters. The amount is based on if the student is ground/air National Guard.
- The CUARM will download the National Guard Eligibility list from the National Guard database and send to enrollment to fill out. Once the eligibility list is received back from enrollment, then the invoice is process and the eligibility list is uploaded in the National Guard database to be processed. The CUARM will receive confirmation of the uploaded spreadsheet and prepare the invoice.
- CAPS funds received are direct deposited to the University's bank account and receipted by the cashier's office. The cashier's office will then notify the financial aid office that the funds have been received and ready for disbursement to the student's account. Financial aid sends a transaction edit to the cashier's office for the funds to be posted on the student. The cashier posts the edit which will in turn show as actual aid on the student's account.
- The SCNG CAP students are uploaded in the Enrollment Report to CHE through the CHEMIS system by the Office of Financial Aid in October and March of each academic year.

## **Sponsored Programs Office Standard Operating Procedures**

### **Mission (Sponsored Programs)**

The mission of the Sponsored Programs Office (SPO) is to provide advice and support to the university community in the acquisition and administration of externally funded projects and is consistent with the teaching, research, and service missions of the University.

SPO will strive to enhance the competitiveness of researchers by providing customer service oriented assistance, keeping abreast of sponsor requirements and state and federal regulations, and utilizing current, state of the art technology. The SPO is dedicated to providing current information, advice, and assistance to faculty and staff. SPO continually seeks ways to improve the processes and services it provides to the University. The SPO team, in collaboration with other central administrative offices, works together with University faculty and staff toward the advancement of research and other sponsored programs for Claflin University.

### **Standard Definition of a Sponsored Program/Project**

Sponsored project - an activity that is funded from outside the University, from government or non-government sources that is subject to an agreement, binding of the University, and includes any of the following conditions:

- It commits the University to a specific plan of research or scholarly inquiry.
- It makes a specific commitment regarding the level of personnel effort, items of output or deliverables, or the achievement of specific targets.
- It requires either adherence to a line item budget and either a detailed fiscal report or an external audit of the project.
- It requires that any unexpended funds be returned to the sponsor at the end of the project period.
- It provides for the disposition of tangible or intangible property that may result from the activity.
- It involves the use of human subjects, laboratory animals, radiological or biological hazards, recombinant DNA, or the use of questionnaires.
- It occurs when construction, alteration or renovation of facilities or the acquisition of equipment or facilities involves using external program funding.

### **Definition of Sponsored Program Funding Instruments**

The following are definitions of the standard types of awards governing sponsored programs:

- Grants
- Contracts
- Subcontracts or sub agreements
- Cooperative Agreements
- Memorandums of Agreements/Memorandums of Understanding

### **Memorandum of Agreements (MOA)/Memorandum of Understanding (MOU)**

A Memorandum of Agreement or Memorandum of Understanding is an agreement between the University and sponsor where the University enters into a binding agreement where the roles and contributions of both parties are clearly defined. The Memorandum of Agreement/Memorandum of Understanding consists of the following:

- The date agreement is made

- The identification of the agreeing parties
- The Scope of Services/work
- The budget
- The terms of agreement
- Payment methods
- Reporting requirements.

## **Higher Education Excellence Enhancement Program (HEEEP) Overview**

The following is the HEEEP program overview and requirements as set forth by the sponsor.

### **Governing Authority**

HEEEP is governed by the SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION (CHE) Mission.

### **Eligibility**

SECTION 1. Section 2-77-15(1) of the 1976 Code, as last amended by Act 162 of 2005, is further amended to read:

(1) 'Eligible institution' means a four-year institution of higher learning or an institution of higher learning that is accredited to offer, and is actively offering, at least one nonsectarian program at the baccalaureate level:

(a)(i) at which sixty percent or more of the enrolled undergraduate students were low-income and educationally disadvantaged students, for the four consecutive years immediately preceding the then current year and which is defined in Part B, Subchapter III, Chapter 28, Title 20 of the United States Code; or

(ii) which is an historically single gender women's institution of traditional students, as evidenced by ninety percent or more of full-time female undergraduates under twenty-five years of age for the four consecutive years immediately preceding the current year;

(b)(i) that is accredited by the Southern Association of Colleges and Schools; or

(ii) which receives Title III funding and is accredited by an accrediting organization recognized by the United States Department of Education;

(c) that is organized as a nonprofit corporation or is a public institution; and

(d) that has its main campus located in South Carolina."

### **Funding Allocation**

SECTION 2. Section 2-77-20(C) of the 1976 Code, as last amended by Act 74 of 2011, is further amended to read:

(1) An institution seeking to qualify as an eligible institution must submit an annual application to the commission. The commission must certify the eligibility of institutions seeking contracts pursuant to this

section. Subject to the provisions of item (2), and less any allocations made pursuant to item (2), the funds appropriated for this program must be allocated equally among the eligible institutions.

(2) The Commission on Higher Education, or its successor, annually shall review and determine if funds allocated to a school pursuant to item (1) have been properly used by the school pursuant to Section 2-77-30. If the Commission on Higher Education, or its successor, determines these funds were used inappropriately by a school, the funds must be returned, and the following year that school's allocation must be reduced by fifty percent of the amount appropriated to each eligible institution pursuant to item (1). The balance remaining from a school's reduced allocation must be distributed equally among the remaining eligible institutions."

### **Allowable Activities (Section 2-77-30)**

The University agrees to enhance the educational opportunities of low-income and educationally disadvantaged students attending the University by offering enhanced academic facilities and improved instruction. Funds received must first be used as the non-federal match required by a federal funding program that provides for historic preservation or for capital improvements. To this end, Section 2-77-30 of the South Carolina Code of Laws, as amended, allows for the disbursement of funds for any of the following uses:

1. Purchase, rental, or lease of scientific or laboratory. equipment for educational purposes, including instructional and research purposes;
2. Construction, maintenance, renovation, and improvement in classroom, library, laboratory, and other instructional facilities, including purchase or rental of telecommunications technology equipment or services;
3. Support of faculty exchanges, faculty development, and faculty fellowships to assist in attaining advanced degrees in their fields of instruction.
4. Purchase of library books, periodicals, microfilm, and other educational materials, including telecommunications program materials;
5. Tutoring, counseling, and student service programs designed to improve academic success;
6. Funds and administrative management, and acquisition of equipment for use in strengthening funds management;
7. Joint use of facilities, such as laboratories and libraries;
8. Establishing or improving a development office to strengthen or improve contributions from alumni and the private sector;
9. Establishing or enhancing a program of teacher education designed to qualify students to teach in a public elementary or secondary school in the State that must include, as part of the program, preparation for teacher certification; and
10. Other activities proposed that contribute to carrying out the purposes of this act and which are approved by CHE as part of the review and acceptance of the application.

### **Sponsored Programs Office Procedure**

The following procedures apply to the governance of HEEEP at Claflin University:

1. The HEEEP award document is received by the Sponsored Programs Office;
2. The Congratulatory email is forwarded to the Activity Director with copies sent to the Grant Accountant in the Division of Fiscal Affairs and the Supervisor of the Project Director/ Principal Investigator;

3. To ensure that the PD/PI understands the responsibilities in managing the project, an Account Create meeting is held with Sponsored Programs staff and Grant Accountant in the Division of Fiscal Affairs. At that time the PD/PI is informed of purchasing policy, hiring policy, reporting requirements, time and effort certification requirements and all other policies and concerns as it relates to their grant/contract/cooperative agreement.
4. The PD/PI will complete a Grant Budget Request Form that provides the detailed budget breakout for how the funds will be spent and forwards it to the Sponsored Programs Office for review and approval.
5. The Sponsored Programs Office reviews the budget in accordance with HEEEP requirements and submits the final Grant Budget Request Form along with the award letter and all other relevant award materials to the Grant Accountant in the Division of Fiscal Affairs.
6. The Grant Accounting Department within the Division of Fiscal Affairs creates the budget in the university accounting system. The Grant Accountant then prepares the invoice(s) to CHE for approved awarded funds in accordance to the invoicing dates set forth by the funding agency.

### **SPO Award Management**

The Sponsored Programs Administrator works with the PI throughout the lifecycle of the grant to:

- Ensure that expenses charged to the account are allowable, allocable, and reasonable as defined by institutional and sponsor policies - (rules can vary between sponsors and even from one contract to another).
- Manage personnel actions for allowability and adherence to the approved budget.
- Review reports
- Initiate effort certification
- Preparing continuation budgets
- If there is a sub-award, prepare any amendments to the agreement for execution
- Submitting requests for re-budgeting, carryover funds, and no-cost extensions
- Plan renewal applications
- Perform closeout actions

After an award has been made, changes affecting items such as the budget or the award period are sometimes necessary. While there is some consistency in governmental agency regulations regarding post-award changes, each agency does have its own rules. Therefore, should a post-award change be required, the Project Director (PD) or Principal Investigator (PI) is require to contact the SPO to process the request.

Clafin University complies with applicable statutes, regulations, and approved applications of all agencies in implementing sponsored programs; and utilizes internal controls to use funds in accordance with those statutes, regulations and applications.

### **Expenditures**

All expenditures must be executed in compliance with Clafin University policy for Procurement of Goods and Services Manual <http://www.clafin.edu/docs/default-source/policies-and-procedures/7-administration/policy-700-01---procurement-of-goods-and-services.pdf>

Equipment Purchases-Purchases for equipment must be purchased through the University's purchasing system and must conform to University Policy.

Travel-Must be preauthorized through the University's online travel system and must adhere to the University Policy concerning travel. <http://www.claflin.edu/docs/default-source/policies-and-procedures/fiscal-affairs/policy-100-01---travel.pdf>

### Reporting

Project Director/Principal Investigator is responsible for the development of all sponsor and university-required performance reports. All reports are sent to the Sponsored Programs Office for review and submission to the agency according to the sponsor agency requirements.

### Annual Reports Requirements for HEEEP Funding

Claflin University in accordance with HEEEP funding requirements shall provide an annual progress report (summary of expenditures and accomplishments) prior to August 1st of each year. The annual progress report shall be for the period July 1-June-30 which provides in accordance with Proviso 117.21 information below.

1. the amount and disposition of the proceeds of the assistance;
2. the actual cost of the project or undertaking for which the assistance is used;
3. the actual amount of that portion of the cost of the project or undertaking supplied by other sources; and
4. such other records to facilitate an effective audit by CHE

Claflin University shall complete its obligations under this agreement within three years from the date of this contract and shall be subject to an audit by CHE upon completion. Any funds not expended within the three-year time period must be returned to CHE.