College Policies and Regulations for Sponsored Programs

The Office of Sponsored Programs and Research contributes directly to the College’s mission by providing comprehensive support to faculty and staff in administering externally sponsored instruction, research, and other sponsored projects. OSPR considers the policies, regulations, and requirements issued by the Federal, State, and College for every individual-project. Therefore, OSPR revised the College’s policies related to grants to reflect updates in CCAC’s organizational structure, along with several substantive changes to bring the policies in line with current federal guidelines and regulations. The following sections have been revised:

- VIII.05: Administration of Subawards
- VIII.06: Administration of Time and Effort Reporting
- VIII.08: Administration of Equipment for Federally Sponsored Programs
- VIII.09: Administration of Award Closeout

If you manage a sponsored program, please review the above policies in CCAC’s Policy Manual.
It’s All About the Grant Money – And How You Manage It

Good grant management requires the careful administration and stewardship of grant funds to achieve a set of specific goals. Grant managers need to know what terms like “Allocable,” “Allowable,” “Supplanting,” and “Supplementing” mean for their budgets. They need to be able to track grant expenses and link those expenses to the fulfillment of the grant’s goals and objectives - this can seem to be quite challenging, but the Office of Sponsored Programs and Research provides grant managers with a rich variety of resources to help.

On the OSPR portal page, grant managers can find tools such as:

- Grant Management Guide – this is a must-read for all grant managers. A great resource that covers the entire life cycle of a grant, with several sections focusing solely on fiscal management
- 2021-22 Payroll Taxes and Fringe Benefits Worksheet – you can use this worksheet to prepare the personnel portion of the grant’s budget
- Budget Modification Form and What’s the Process? – At the mid-point of the grant year or cycle, it’s important to examine current spending trends and make adjustments. This document describes in general terms how to request a budget modification from a grant funding agency and how to notify OSPR of the planned changes
- Restricted Fund Accounting Presentation – This presentation covers the CCAC Board of Trustee’s policies governing grants at CCAC and outlines the duties and responsibilities of restricted fund accountants (or you can watch the video of the presentation, Budget Process Video Presentation – Finance, under quick links)

More resources are being developed and added to the OSPR portal page. Please contact grants@ccac.edu if you need assistance with managing your grant’s budget.

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CCAC Mechatronics:

A Student’s Perspective – Jacob’s Story
The National Science Foundation Supports Science and Engineering Research and Education

“The National Science Foundation (NSF) is the only federal agency whose mission includes support for all fields of fundamental science and engineering, except for medical sciences.” (Grants.gov) In addition to traditional academic areas, NSF supports cutting-edge ideas and projects. NSF accounts for about 20% of federal support to academic institutions for basic research.

Strategies for getting your research project funded:

- Email the appropriate NSF Program Officer to talk about the idea for a proposal. OSPR can help you identify the NSF Program Officer for a specific funding opportunity.
- Read the Program Solicitation and ask the Program Officer for clarification if needed; address all the proposal review criteria, understand the NSF merit review criteria, avoid omissions and mistakes, and check your proposal to verify that it is complete. OSPR will help interpret the guidelines and criteria and proofread the proposal.
- NSF program officers aim to portfolio balance; it is beneficial to indicate if a researcher is a new Principal Investigator (PI).

How to apply?

- Visit the NSF Resource Center for the latest webcasts, videos, and presentations to learn more about the agency’s purpose and programs.
- Explore the NSF research areas and open funding opportunities.
- Prepare your NSF Biosketch, Current and Pending Support, Collaborators and Other Affiliations using the approved formats. Review the NSF-Approved Formats webinar recording.
- Contact CCAC’s Office of Sponsored Programs for assistance.

Resources to help Principal Investigators

- Review the Proposal and Award Policies and Procedures Guide and Grants.gov Application Guide to NSF grants to learn more about the NSF proposal and award process.
- Review the webinar that offers an overview of preparing a proposal.
- Understand the NSF Merit Review Process.
- Review the required Data Management Plan requirements.

The Office of Sponsored Programs and Sponsored Research is available to assist you with your NSF grant proposal. Please contact OSPR at grants@ccac.edu.
Changing Lives in Communities Impacted by Gun Violence

~Eryka Wilson, Program Manager

CCAC was awarded an $800,000 Violence Intervention and Prevention grant through the Pennsylvania Commission on Crime and Delinquency to increase access to post-secondary education for residents of Allegheny County who have been significantly impacted by gun violence. CCAC was the only institution of higher education to be awarded grant money. Dr. Perez-Johnston states, “Through this funding, we are providing necessary resources and services to aid in the reduction of gun violence as well as healing a community from a holistic perspective. This opportunity not only provides educational opportunities but necessary mental health resources and success coaching.” Through this program, individuals can attend CCAC as well as receive transportation to campuses that offer the programs of their choosing. In addition, to help build cycles of resilience and cope with the trauma of gun violence, students work with success coaches and participate in regular individual and mental health therapy provided by the Allegheny Health Network’s (AHN) Chill Project.

The Guns Down, Level Up program employs three Pittsburgh residents. The program manager, Eryka Wilson, Lawrenceville, has been with CCAC for four years in the capacity of an adjunct professor of English. In addition, she draws on an additional five years of working at the community college level as well as experience writing and managing grants for the Tennessee Board of Regents. Eryka is a transgender woman who is a graduate of a community college herself: Broward College in Broward County, Florida. She is passionate about the opportunities community colleges across the country afford to help students move towards pathways for prosperity.

Amber Sloan, Homewood-Brushton, is the Guns Down, Level Up Community Success Coach. She attended Pittsburgh Public Schools and graduated from Westinghouse High School in 1992. In 1997, she was sentenced to over 15 years in federal prison. Amber was released in 2011. Amber always had a special place in her heart for at-risk youth, and while incarcerated, Amber planned to start a non-profit program to help children not make the same mistakes that she made. Upon her release, she founded the organization MADE It. Knowing from personal experience that most kids aren’t actually interested in joining gangs but end up in the lifestyle due to circumstance, Amber continues to strive to make changes within Homewood and impact the youth in her community today.
Mike Talley is the Guns Down, Level Up Student Success Coach at CCAC. He has a natural passion for helping and assisting people, which makes him a perfect fit for this position. Mr. Talley is a resident of Pittsburgh and was born and raised in the Hill District neighborhood of the city. He attended the HBCU Norfolk State University and received a degree in Sociology in 2001. He is also a certified life coach through the Institute for Life Coach Training and an Offender Workforce Development Specialist (OWDS) through the State University of New York at Fredonia.

By the end of its first month, the Guns Down, Level Up team met with more than 100 potential students. While most students are interested in short-term, non-credit bearing programs, resources from the Guns Down, Level Up grant can support most academic pursuits at the college, from licensing to associate degrees. As the goal is to increase access and remove barriers, the Guns Down, Level Up team works with the various departments at the college on behalf of the students in this program and provides them with a concierge approach to the process of higher education. Through the efforts of all at the college, this grant will offer those who have been marginalized and disenfranchised from traditional methods of accessing higher education a pathway to gainful employment and skills to cope with challenges within the academic world and beyond.

Dr. Angelica Perez-Johnston, Chief Diversity, Equity, and Inclusion Officer, partnered with the Office of Sponsored Programs and Sponsored Research to secure the Pennsylvania Commission on Crime and Delinquency grant.

Grant writing is available and open to all CCAC staff and faculty. If you would like to partner with OSPR, please email grants@ccac.edu to learn about grant opportunities and how you can obtain outside funding to bring initiatives like the Guns Down, Level Up program to CCAC.

To learn more about the Guns Down, Level Up program at CCAC, please contact Eryka Wilson, Program Manager, at ewilson@ccac.edu and 412.371.1058.
Perkins Funded Equipment Prepares Respiratory Therapy Students for Workplace Success
~Beth Ison, Perkins Program Manager

As I approach the Allied Health wing of Milton Hall, everything about the physical environment – from the color of the walls (hospital blue) to the signage style (simple and gleaming) mimics an authentic clinical setting. Visitors immediately understand they are entering a training area that takes all aspects of student preparation seriously. Respiratory Therapy students in the sixth-floor lab actively listen to their Professor, Bernard Trautman (adjunct Respiratory Therapy faculty), as he demonstrates a clinical technique critical to their future practice. Professor Jason Trautman (Director of Clinical Education) and Professor Richard Laurent (Program Director) enthusiastically describe the state-of-the-art ventilators and other lab equipment purchased using Perkins funding. This well-equipped lab was recently highlighted in CCAC’s television commercials featured below.

Video courtesy of CCAC Marketing Dept

COARC (Commission on Accreditation for Respiratory Care) – the national accreditation body for respiratory therapy – has consistently expressed enthusiastic feedback regarding the cutting-edge equipment in CCAC’s labs. CCAC received a perfect score, an extremely rare occurrence, from COARC in 2010. The labs were assessed on their ability to "provide students with the equipment and exercises to adequately prepare them for clinical practice. And to provide adequate classroom, laboratory and accommodations to ensure effective instruction."

During their site visit in 2020, COARC accreditors specifically mentioned a "well-equipped lab, dedicated faculty, and enthusiastic students and graduates" – No Potential Standard Citations were shared, according to Professor Trautman and Professor Laurent, which seldom happens. The program was granted a 10-year extension due to these positive results.

According to COARC’s annual report, the employer satisfaction rate for CCAC Respiratory Therapy graduates – as well as the satisfaction of program graduates - is 100%. CCAC’s program has enjoyed this high level of satisfaction since 2000.
Employers assess CCAC graduates in two main areas: knowledge and clinical proficiency – Accreditors shared their enthusiasm for CCAC’s program with their comments:

- “Graduate employee is a rock star! He adapted to his very busy assignment very quickly and has above-average skills.
- “Graduate employee is proving to be an asset to our department.”
- “She is thorough and caring.”

CCAC graduates between 10-15 Respiratory Therapy students annually with an Associate of Science degree. This cohort can then sit for credentialing exams and earn their CRT license (Certified Respiratory Therapist) and RRT license (Registered Respiratory Therapist). CCAC’s graduates consistently score well above the national average on these exams. Graduates can be confident of their marketability in our current workforce. Respiratory Therapy is classified as a high-priority occupation, meaning that graduates are in demand by local employers, possess highly skilled credentials, and are poised to secure employment that sustains family wages. Our graduates will have the opportunity to pursue stackable credentials, leading to increased marketability and pay in the field of respiratory therapy, including Adult Critical Care, Neonatal and Pediatric Care and Pulmonary Function Technology.

It is common for students with prior college degrees to choose the respiratory therapy Associate of Science program at CCAC with the goal of acquiring more marketable skills compatible with modern workforce needs.

At the conclusion of my site visit, Professor Jason Trautman explained, “We could never afford the large ticket items without Perkins’ support. These supplies can cost between $40,000-$60,000, and their availability prepares our students to enter clinical settings with working knowledge of the most recent technology. Our clinical partners, including UPMC and Allegheny Health Network, share that this allows for a quicker and smoother onboarding process. Due to COVID, our students need hands-on experience with mechanical ventilators. We’re able to purchase 1 or 2 mechanical ventilators per year with Perkins support.”

In addition to providing supplies and equipment to Allied Health and other Career and Technical Education programs, the Perkins grant funds CTE Student Support Specialists who connect with students early in their academic experiences at CCAC. These Specialists provide students with academic support services, study groups and workshops, and referrals to other existing college academic resources to boost grades, retention and graduation rates.
Our Perkins-funded Career Specialists from Workforce and Job Readiness assist numerous students, including those in Allied Health programs, as they prepare to enter the workplace, first during their clinical training and eventually as employees. Interview skills and well-written resumes ensure that our students are accepted into prestigious training opportunities and enter job interviews with the confidence to succeed.

The Carl D. Perkins Career and Technical Education Improvement Act of 2006 provides CCAC with federal funding for student support staff, instructional equipment and professional development for faculty and staff. The Perkins Program is supported by federal funds which are administered by the Pennsylvania Department of Education. The goals of the Perkins Grant are to help Career & Technical Education students earn better grades, remain in school, and graduate with an Associate Degree or Certificate, as well as the skills necessary to pursue employment in current or emerging high-priority technical professions while supporting gender equity across all career pathways.

To learn more about Perkins, please contact Beth E. Ison, Perkins Program Manager, at bison@ccac.edu and 412.237.3013.

Please visit the Respiratory Therapy Program to learn more about the program.

Click here to view the calendar!

**FUNDING OPPORTUNITIES CALENDAR**

This calendar lists government grant opportunities and is not a comprehensive listing as new funding opportunities are continuously being announced. An updated calendar will be distributed monthly to the college community.