

GRANT NOTES

The Contracts & Grants Office is starting a new series of *Grant Notes*. These notes are tips, reminders, and information regarding grant-related issues (i.e. compliance, fiscal, reporting, etc.). It is our goal to provide you with the information you need to continue to run a successful program.

Your feedback on topics are welcomed and should be sent to grants@ccac.edu.

Stewardship and Ethics

Your role as a Principal Investigator/Project Directors (PI/PD) is very valuable to the College. You are the first line of defense to ensure that your grant program is accomplishing the goals and objectives identified in the proposal.

We have an important obligation to be good and responsible stewards of public grant funding awarded to the college. Grant funds are awarded to accomplish goals and objectives identified in the proposal that coincide with funder's goals.

As the PI/PD, and individuals overseeing a grant sponsored program have a responsibility to know and do the right things. Grants require a higher degree of accountability and performance than most routine college activities and are subject, in many cases, to [federal regulations](#) or other funding agency requirements as well as College policies.

In addition to accomplishing the objectives of a grant, avoiding and preventing grant fraud, waste and abuse are critical grants management responsibilities. **Fraud** is the intentional, unlawful acquisition of benefits by committing wrongful acts affecting government programs and operations. **Waste** is the intentional or unintentional, thoughtless or careless expenditure, consumption or mismanagement of government resources. **Abuse** is the excessive or improper use of government resources, including position and authority. Most cases of fraud, waste, and abuse result from conflicts of interest, theft, and failure to properly document and account for the use of grant funds.

PI/PDs should also be familiar with the College's policy found in [CCAC Policy Manual](#) under section V.08: Fraud, Waste & Abuse.

PI/PDs must also be aware of the consequences of other types of misconduct in grant projects, including fabrication or falsification of data and records, or plagiarism in written materials resulting from the project.

You play a vital role in safeguarding the sponsored program that you oversee.

Thank you for being good stewards.