



Grant Watch

Office of Sponsored Programs & Sponsored Research

June 2021

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The OSPR Newsletter will be published quarterly and highlight recent awards, student success stories, and articles on finding funding opportunities, proposal development, grant management, and compliance. It will also feature important sponsored program news with articles written by Program Coordinators/Principle Investigators.

Spotlight: Industrial Manufacturing Technician (IMT) Apprenticeship Program

Submitted by MJ Gula

CCAC received funding from the Pennsylvania Department of Community & Economic Development (DCED) Apprenticeship Grant to increase the number of apprenticeships in Pennsylvania through CCAC's IMT Apprenticeship Program. Apprenticeships are "earn and learn" programs that lead to a well-skilled and diverse workforce. In partnership with local manufacturers, such as McConway & Torley, Almatris, Inc., and SKC, Inc., the IMT Apprenticeship Program helps upgrade the skills of the incumbent and entry-level workers and progressively increases the wages of apprentices as they advance through the program.

Apprenticeship programs require hands-on learning and on-the-job training, which presented some challenges and opportunities, as the College had to shift from all in-person instruction to instructor-led zoom classes due to the national emergency crisis.

**Community College
of Allegheny County**

*Office of Sponsored Programs
& Sponsored Research*

800 Allegheny Avenue
Pittsburgh, PA 15233

Spotlight: Industrial Manufacturing Technician (IMT) Apprenticeship Program (con't)



A group of IMT apprentices who work in a very traditional manufacturing setting that involves a high level of physical ability, yet good communication skills, were adapting to the virtual classroom for their Communications for Industry class. The focus was on developing skills for their workplace, both verbal and written, and increasing computer literacy. Most had never used word processing software before and had not created PowerPoint presentations. This communications project was a journey that incorporated verbal, written, and computer skills to think critically and problem-solve.

After brainstorming on a work area to improve or communication issues to address, the teams developed the background and reasoning behind their chosen topic. The instructor coached and guided them throughout the process, including stressing the importance of having potential solutions when bringing a problem or situation to the table. Each team incorporated their defined issue or suggestion, background and reasoning supporting a change/improvement, and potential suggestions to solve the situation into a PowerPoint slideshow. After review and practice, the apprentices' teams gave their presentations to their mentors and supervisors via zoom, allowing for questions and review after each one. Their mentors and supervisors provided feedback and agreed to continue discussing implementing the suggestions into the companies' culture. As a result, the apprentices furthered their communication skills and tools. As a result, suggestions from these presentations have been implemented in the plant and for the workforce. The broader impact is that the apprentices helped increase collaboration among work roles and levels and bring other benefits to the company and its workforce. This example of integrating related technical instruction with workplace needs highlights a key goal and achievement of the IMT apprenticeship program.

To learn more about this program, please visit:

<https://www.ccac.edu/workforce/industrial-manufacturing.php>

Student Success Story: Early Childhood Education Registered Apprenticeship Program Completes First Cohort

CCAC, in conjunction with community partners Trying Together and Literacy Pittsburgh, are using a grant from the local workforce investment board, Partner4Work, to create Registered Apprenticeships in the Early Education and Childhood Development field.



With these community partners assisting in student recruitment and remediation, CCAC, using the Early Childhood Education Registered Apprenticeship Grant, has developed a cohort of student apprentices from uncredentialed individuals currently employed in the early childhood workforce. These apprenticeships allow a student to earn a Child Development Associate Credential (CDA), Level I, by completing CCAC's Child Care, Diploma program. Apprentices can then earn a CDA Level II by studying in CCAC's Early Education & Child Development Associate's Degree program. CCAC has also signed an articulation agreement with Carlow University so that students can seamlessly continue their coursework to earn a Bachelor's Degree, a Level III CDA.

There are 12 students from the first cohort of apprentices (10 completed), with three moving on to study in the Associate's degree program. The second cohort is currently being formed. The grant funds up to two 3-credit courses per apprentice, including fees.

One of the students who benefited from these apprenticeships was Lisa Baldwin. Lisa, who has worked for several years at Steven's Day Care in Coraopolis, was somewhat nervous about returning to school, but one of her lifelong passions was working with children. The funding provided by the grant allowed her to pursue an apprenticeship opportunity to earn her CDA. After making the Dean's List, Lisa graduated from the 655 Childcare diploma program in December with a 3.80 GPA. She is currently pursuing her Associate's Degree in Early Education and Child Development. In early May, Lisa presented her portfolio and passed her classroom observation visit to earn her CDA. Ultimately, Lisa, the pastor at Living Water Church in Christ in McKees Rocks, hopes to open a community daycare associated with her church.

To learn more about this program, please contact [Dr. Melanie Yeschenko](#), CCAC Professor of Child and Family Studies, or [Dr. Preeti Juneja](#), Associate Professor of Child and Family Studies.

Re-Budgeting Your Sponsored Program is a Contractual Change

When is a budget modification needed?

Most sponsors understand the need for flexibility in adhering to the proposal budget and allow principal investigators (PIs) to change various line items without agency approval, provided such changes do not affect the scope of work. Therefore, this means that actual expenditures in many budget categories may vary from the original proposal.



However, some sponsors may place limitations on shifts into or out of certain expense categories, may not allow any single expense category to be “overdrawn,” or limit the budget changes to a certain dollar amount or percentage. Because re-budgeting is a contractual change when prior approval from the sponsor for a budget change is needed, the request must be made through the Office of Sponsored Programs and Sponsored Research (OSPR). Therefore, OSPR has implemented a new budget modification process to better assist Principal Investigators/Project Directors (PI/PD) with budget revisions and enhance CCAC’s internal controls for sponsored programs.

To request a budget modification for your sponsored program, please:

- Contact OSPR for assistance at grants@ccac.edu
- Review the [Budget Modification: What’s the Process?](#) document
- Submit the required internal [Budget Modification Form](#)

To learn more about managing a sponsored program budget, please view CCAC’s Office of Finance’s presentation on [Sponsored Program Budget Management Process](#).

Upcoming Events

Excellence in Funded Programs Commission Meeting

August 12, 2021

9:00 am (Zoom Meeting)

How to Apply for External Funding to Support Your Program or Project?

The Office of Sponsored Programs & Sponsored Research facilitates external funding procurement through federal, state, and local government grants. As the official college representative and contact in the grant procurement process, the department is a valuable source of information for faculty, staff, and administrators interested in seeking outside funding. In addition, the department can assist with identifying funding opportunities, grant development, grant compliance, and grant-related professional development.

Are you interested in applying for a grant? If so, approval is needed before writing or submitting a grant on behalf of CCAC. Therefore, please complete CCAC's Letter of Intent for A Grant Proposal Submission and email grants@ccac.edu.

LETTER OF INTENT FOR A GRANT PROPOSAL SUBMISSION

Complete this form if you are submitting a New Grant Application or a Grant Reapplication. Please include a draft budget with your LOI submission.

Name of Proposer _____
Division/Department: _____ College Extension _____
Duration of Grant Project _____ Amount of Funding Being Requested _____
Funding Source _____ Funding Source Program Name _____
CCAC Project Name _____ Date to be Submitted _____

Brief Abstract:

1. COLLEGE COMMITMENT

Does this project involve:

A. Allocation of additional space? Yes _____ No _____ Not sure _____

If yes or not sure, please explain _____

B. Alteration of college space:

➤ Construction	Yes _____ No _____ Not sure _____
➤ Electrical wiring	Yes _____ No _____ Not sure _____
➤ Connection to college network	Yes _____ No _____ Not sure _____
➤ Ventilation	Yes _____ No _____ Not sure _____
➤ Air conditioning	Yes _____ No _____ Not sure _____
➤ Equipment	Yes _____ No _____ Not sure _____

Receipt of approved copy signals that OSPR is authorized to assist with program development and/or proposal and budget preparation. A copy of the approved LOI will be sent to you.

How to Avoid Supplanting in Sponsored Programs?

What are “Supplant” and “Supplement?”

Supplant means to “replace” or “take the place of”	Supplement means to “build upon” or “add value to”
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Federal funds must supplement – add to, enhance, expand, increase, extend – the program and services offered with state and local funds.

Federal funds **are not** permitted to be used to supplant – take the place of, replace – the state and local funds used to offer those programs and services.

You cannot use federal funds to pay for services, staff, programs, or materials that would otherwise be paid for with state or local funds.

Examples of situations that are not considered supplanting are:

- The percentage of a faculty member’s time is charged to the grant so that instead of teaching five classes, they teach four. The percentage of time corresponding to that “buy-out” can now be charged to a grant.
- The staff member is on a 10-month contract and uses time off in the summer to take on approved additional grant-funded work for the college. The additional time can be billed to the grant, but the compensation paid must correspond with the college’s normal pay scale for that work and for that person.
The grant involves overtime hours or a stipend for additional work above the employee’s normal assignments if the employee performs work on the grant-related project.

Examples of situations that are likely supplanting and should be avoided with grants that prohibit supplanting:

- Securing a grant to cover an expense, then securing a second “no supplanting” grant and billing that expense to the new grant.
- Billing something to a grant that would have otherwise been in the college’s operating budget.

Always ASK: “What would happen in the absence of federal funds?”

“When in doubt, consult the OSPR team?”

Source:

Supplement, Not Supplant Provision Carl D. Perkins Career and Technical Education Act of 2006, P.L. 109-270, Title III, Part A, Section 311

U.S. Department of Justice Office of Justice Programs. (2019). Grants 101 Definitions. Retrieved from <https://www.ojp.gov/funding/grants101/definitions>.

Snapshot FY21 OFFICE OF SPONSORED PROGRAMS



Achievement by the Numbers

Office of Sponsored Programs
Office of College Services
800 Allegheny Avenue, Pittsburgh, PA 15233
412-237-3050
grants@ccac.edu

** Based on information provided*

Number of Proposals Submitted	37
Number of Subawards Submitted	13
Total Amount Requested	\$76,945,469
Total Amount Awarded	\$56,567,766
Total Number of Funding Sources	14

OSPR Works With:

12	Principal Investigators/Project Directors
8	Subaward Institutions
9	Online Application Systems



23 awards & agreements processed



21 funded subcontracts & amendments processed



***39 employees paid by sponsored funds**

Top Federal Sponsor	Top Non-Federal Sponsor
US Department of Education	PA Department of Education
US Department of Health & Human Services	Office of Vocational Rehabilitation
National Science Foundation	PA Department of Human Services
US Department of Labor	PA Department of Community & Economic Development