

## GRANT SPECIFIED EXEMPTION PROCEDURES

### **Procedures to Monitor and Control Exempt Grant-Specified Procurements**

1. Coastal Carolina University (University) ensures that all procurements are made in compliance with the South Carolina Consolidated Procurement Code (Code). In order to facilitate compliance, this policy with associated procedures is included in the University's Procurement Services Policies and Procedures Manual and is posted on Procurement Services' website for all employees.
2. This **Grant Specified Exemption Certification** form shall be completed in accordance with University policy UNIV-441 by the Project Manager/Principal Investigator of the grant and is limited to major equipment, subcontracts, and consultants essential to the successful completion of a grant-funded project.
3. The certification process requires written justification by the Project Manager/Principal Investigator stating with sufficient detail why the particular major equipment, subcontract(s), and/or consultants are essential and critical to the successful completion of the grant-funded project. Without this certification, the equipment, products, or services will be acquired in accordance with the Code. If the written justification is not provided and approved prior to submittal of the grant request, all equipment, products, and services will be procured in accordance with the Code.
4. The University Chief Procurement Officer will verify, by close examination, that the major equipment, subcontract(s), and/or consultants identified as essential to the successful completion of the grant are adequately justified. Only those instances where the outcome of the grant project is critically affected shall be exempt from the Code. Among the areas considered during the proposed project review process are the necessity, appropriateness and/or uniqueness of the requested equipment, consultants, and contractors, with the underlying premise that the Project Manager/Principal Investigator is best able to determine the needs of the project and to determine if such equipment and/or services are essential to the successful outcome of the project.
5. Each Project Manager/Principal Investigator must have the proposed project reviewed and approved on the **Grant Exemption Certification Form** by his/her Department Chair/Director, college Dean, Office of Sponsored Program and Research Services, and the Chief Procurement Officer.
6. Any subsequent contract for major equipment, subcontract(s), and/or consultants acquired in accordance with this grant exemption shall be reviewed/approved by the University's legal counsel and all changes shall be documented and updates made to the contract with a copy to the Office of Procurement Services.
7. Complete documentation for all transactions utilizing the exemption will be maintained and made available for audit to ensure compliance with these procedures.

**NOTE:** This exemption was developed to target procurements the agency determines to be essential to the successful completion of the grant-funded project. **After a grant is approved, an exemption request cannot be considered.**



**GRANT SPECIFIED EXEMPTION CERTIFICATION FORM**

**A copy of this form must be included in/attached to the grant proposal in accordance with the Grant Specified Exemption Procedures found in the University's Procurement Policies and Procedures Manual as authorized by University policy UNIV-441.**

**The following shall be completed by Project Manager/Principal Investigator:**

I, \_\_\_\_\_, Project Manager/Principal Investigator, hereby certify that the major equipment, subcontract(s); or consultant(s) specified herein by particular manufacturer, brand, contractor, institution or individual is/are specifically identified in the grant proposal, and is/are essential and critical to the successful completion of the externally funded grant project for the following reason(s):

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\_\_\_\_\_

(Attach additional pages if necessary)

**After a grant is approved, an exemption request cannot be considered. The major equipment, subcontract(s), or consultant(s) indicated herein is identified in the grant proposal. Additionally, I further attest that no collusion, favoritism, or conflict of interest exists.**

\_\_\_\_\_  
Signature Date

**Financial Information (to be completed by Project Manager/Principal Investigator):**

Amount of Acquisition: \_\_\_\_\_ Grant Period: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

**Approval Section:**

\_\_\_\_\_  
Department Chair/Director Date \_\_\_\_\_ Dean of College \_\_\_\_\_ Date

\_\_\_\_\_  
Director of Office of Sponsored Program and Research Services Date

\_\_\_\_\_  
Chief Procurement Officer Date