

	ADMINISTRATIVE PROCEDURE MANUAL		
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	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-2.25 Contracts, Grants and Agreements	October 8, 2025	

Purpose

The purpose of this procedure is to ensure that all contracts, grants or agreements entered into on behalf of Florida State College at Jacksonville (FSCJ/College) are tracked and stored in a manner to ensure accountability and compliance with state and federal law and College rules and procedures. In addition, all instructional contracts, grants and other legal obligations entered into by FSCJ must comply with the standards for accreditation established by the College's approved institutional accreditor as well as all established state and federal laws and rules and the Uniform Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards (Uniform Grant Guidance).

Procedure

- A. FSCJ engages in various types of agreements which result in legal obligations. Agreements are titled in different ways, including but not limited to:
 1. Contract
 2. Grant Award
 3. Agreement
 4. Memorandum of Understanding
 5. Affiliation Agreement
 6. Consortial Agreement
 7. Articulation Agreement
 8. Training Agreement
- B. As set forth in Board Rule 6Hx7-2.5 (Signing Authority) contracts, grants or agreements entered into by FSCJ are only authorized to be signed by specific members of the College, or their designee, based on dollar value and content.
- C. Each campus, center, office or department, which is authorized to execute legal contracts, grants or agreements, must maintain a list of all current contracts, grants or agreements as well as an electronic and printed copy of each listed contract, grant or agreement including a saved copy of the final, signed and executed document. All contracts, grants or agreements must be maintained in accordance with the College's document retention and destruction procedures as set forth in APM 02-1403 (Records Retention and Disposition).

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- D. Any contracts that involve the delivery of a portion of an academic program by an outside agency or institution must be reviewed and signed by the Vice President of Academic Affairs/Provost with a copy sent to the Office of Institutional Effectiveness (OIE) pursuant to APM 02-0703.

REFERENCES: F.S. 1001.64, 1001.65, Uniform Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards

Adopted Date: January 9, 1997

Revision Date: March 5, 2013, July 23, 2015, May 16, 2016, October 8, 2025