INTERNAL CONTROL MANUAL

TITLE III
PATHWAYS TO SUCCESS

VERSION:

AUGUST 2024

TABLE OF CONTENTS

INTRODUCTION

Grant Overview

In October 2023, Missouri Southern State University was awarded a five-year Title III Grant of $2.25 million from the U.S. Department of Education's Strengthening Institution's Program and the Higher Education Act. The focus of MSSU's Title III Grant is to support the development and piloting of high impact practices related to student services and academic programs to assist the University with its declining enrollment. Each activity of the grant will lead to the overall success of MSSU (Missouri Southern State University) students through increased retention and graduation outcomes.

"The purpose of the Strengthening Institutions Program is to provide grants to eligible institutions of higher education to improve their academic programs, institutional management, and fiscal stability to increase their self-sufficiency and strengthen their capacity to make a substantial contribution to the higher education resources of the Nation." ([34 CFR 607.1](#))

More detailed information about the U.S. Department of Education's Title III grant purpose can be found here: [Title III Part A Programs - Strengthening Institutions](#)

General Grant Information

GAN	P031A230056
Project Title	Pathways To Success
Recipient Information	Missouri Southern State University 3950 Newman Rd Joplin, MO 64801
Grant Award	$2,249,828.00
Grant Term	October 2023- September 2028

Program Purpose

MSSU's Title III Grant is comprised of two components: Student Services and Academic Programs (see page 4 MSSU Pathways to Success Title III Grant Project Components). Each component and respective activities are built to achieve the grant's established priorities to include Competitive Priority: Projects Designed to Increase Postsecondary Access, Affordability, Completion, and Post-Enrollment Success for Underserved Students; Invitational Priority: Projects that Propose to Promote Postsecondary Completion for Students No Longer Enrolled Because of Challenges During COVID-19 or For Other Reasons.

Project Components

MSSU Pathways to Success Title III Grant Project Components	
Student Services	**Academic Programs**
Meta-Majors/Degree Mapping	Agribusiness Degree Program
Summer Bridge	Food Science Degree Program
Mental Wellness Program	Online RN-BSN Degree Program
Predictive Alert/Referral Program	Online Early Child. Ed. Degree
Enhanced Academic Recovery	Online Accel. Core Gen. Ed.
Support for Effective Staff, Faculty Service Delivery	Corequisite English Remediation
	Active Learning Faculty Support

Activity Objectives, Outcomes, and Performance Indicators

Pathways to Success Activity Objectives, Outcomes, and Performance Indicators	
Year 1 (2023 – 2024) Objectives	**Performance Indicators**
1. By Fall 2024, at least 75% of Summer Bridge 2-week program pilot students will achieve success measures defined in development. *	By Summer 2024, at least 95% of Summer Bridge 2-week bridge program will be developed. and twenty-five pilot students enrolled.
Year 2 (2024 – 2025) Objectives	**Performance Indicators**
2. By Fall 2025, at least 75% of Year 1 Food Science students will earn grades of C/+. *	By Fall 2024, at least 95% of Food Science Program Year 1 courses will be developed.
3. By Fall 2025, at least 75% of Year 1 online RNBSN students will earn grades of C/+. *	By Fall 2024, at least 95% of Year 1 will be online. RN-BSN courses will be developed.
4. By Fall 2025, at least 75% of Summer Bridge 8-week program (remedial English) pilot students will achieve success measures defined in development. *	By Summer 2025, at least 95% of Summer Bridge 8-week program (remedial English) will be developed and twenty pilot students. enrolled.
5. By Fall 2025, at least 75% of students in Meta-Majors/Degree Mapping Year 1 pilot will declare meta-major with degree map. *	By Fall 2024, at least 95% of Meta-. Majors/Degree Mapping Year 1 will be. complete.
Year 3 (2025 – 2026) Objectives	**Performance Indicators**
6. By Fall 2026, at least 75% of Year 3 Agribusiness students will earn grades of C/+. *	By Fall 2025, at least 95% of Agribusiness. Year 3 - 4 courses will be developed.
7. By Fall 2026, at least 75% of Year 2 Food Science students will earn grades of C/+. *	By Fall 2025, at least 95% of Food Science Program Year 2 courses will be developed.
8. By Fall 2026, at least 75% of Year 2 online RNBSN students will earn grades of C/+. *	By Fall 2025, at least 95% of Year 2 will be online. RN-BSN courses will be developed.
9. By Fall 2026, at least 75% of Summer Bridge 8-week program (rem. math) pilot students will achieve success measures defined in development. *	By Summer 2026, at least 95% of Summer Bridge 8-week program (rem. math) will be. developed and twenty pilot students enrolled.

10. By Fall 2026, at least 75% of students in Meta-Majors/Degree Mapping Year 2 pilot will declare meta-major with degree map. *	By Fall 2025, at least 95% of Meta-. Majors/Degree Mapping Year 2 will be. complete.
Year 4 (2026 – 2027) Objectives	**Performance Indicators**
11. By Fall 2027, at least 75% of Year 4 Agribusiness students will earn grades of C/+. *	By Fall 2026, at least 95% of Agribusiness. Program Year 4 courses will be developed.
12. By Fall 2027, at least 75% of Year 3 Food Science students will earn grades of C/+. *	By Fall 2026, at least 95% of Food Science Program Year 3 courses will be developed.
13. By Fall 2027, at least 75% of Year 1 online accelerated General Education pilot students will earn grades of C/+. *	By Fall 2026, at least 95% of Year 1 will be online. accelerated General Education courses will. be developed.
14. By Fall 2027, at least 75% of Year 1 online Early Childhood Education pilot students will earn grades of C/+. *	By Fall 2026, at least 95% of Year 1 will be online. Early Childhood Education courses will be. developed.
By Fall 2027, at least 75% of students in Meta-Majors/Degree Mapping Year 3 pilot will declare meta-major with degree map. *	By Fall 2026, at least 95% of Meta-Majors/ Degree Mapping Year 3 will be complete.
Year 5 (2027 – 2028) Objectives	**Performance Indicators**
16. By Fall 2028, at least 75% of Year 4 Food Science students will earn grades of C/+. *	By Fall 2027, at least 95% of Food Science Program Year 4 courses will be developed.
17. By Fall 2028, at least 75% of Year 2 online accelerated General Education pilot students will earn grades of C/+. *	By Fall 2027, at least 95% of Year 2 will be online. accelerated General Education courses will. be developed.
18. By Fall 2028, at least 75% of co-requisite English remediation pilot students will earn reenroll vs. 50% in baseline 2022.	By Fall 2027, at least 95% of co-requisite. English remediation courses will be. developed.
19. By Fall 2028, at least 75% of Year 1 online Early Childhood Education pilot students will earn grades of C/+. *	By Fall 2027, at least 95% of Year 1 will be online. Early Childhood Education courses will be. developed.
20. By Fall 2028, at least 75% of Predictive Alert/Referral pilot students will complete steps agreed to after staff contact.	By Fall 2027, at least 95% of Predictive Early Alert/Referral will be complete.
21. By Fall 2028, at least 75% of students in Meta-Majors/Degree Mapping Year 4 pilot will declare meta-major with degree map. *	By Fall 2027, at least 95% of Meta-Majors/ Degree Mapping Year 4 will be complete.
22. By Fall 2028, at least 75% of students in Mental Wellness pilot will complete steps agreed to after staff contact. *	By Fall 2027, at least 95% of Mental Wellness will be complete.
23. By Fall 2028, at least 75% of students in Academic Recovery pilot will complete steps. agreed to after staff contact. *	By Fall 2027, at least 97% of Academic. Recovery will be complete.

FEDERAL REQUIREMENTS

There are Federal regulations that must be followed in administering the grant. These include, but may not be limited to:

- Grant Award Notification (GAN), which incorporates the approved proposal as well as several Federal Regulations and Directives.
- Legislation, regulations, and guidance may be accessed through the Laws, Regs, and Guidance page of the Title III Strengthening Institutions Website.

Legislation

- Title III, Part A, Section 311-315 of the Higher Education Act (HEA) of 1965, as amended, is accessible at 20 U.S.C 1057-1059b

Regulations

- 34 CFR 607 accessible on the eCFR system.
- Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74,75,77,79,82,85,86,97,98,99.
- 2 CFR 200 provides uniform administrative requirements, cost principles, and audit requirements for federal awards. This establishes requirements for federal awards made to non-federal entities. The Department of Education has adopted the Office of Management and Budget (OMB) guidelines in 2 CFR 200.
- 2 CFR 200 Subpart E provides cost principles for federal awards.
- 2 CFR 215 provides uniform administrative requirements for grants and agreements with institutions of higher education, hospitals, and other nonprofit organizations.
- 2 CFR 220 provides cost principles for educational institutions.

Award Terms and Conditions

- See terms and conditions in Section 10 of the Grant Award Notice.

INTERNAL CONTROLS MANUAL

The Title III Internal Controls Manual (ICM) is designed to help MSSU personnel conduct the grant's objectives. The publication will aid in the monitoring of expenditures associated with the project's approved budgets. The ICM is in place to ensure the following:

- Resources are used in accordance with MSSU, State of Missouri, and U.S. Department of Education policies and procedures,
- Proper stewardship of grant funds is provided to directly support grant objectives.
- Work is performed in compliance with the grant application and objectives.
- Adequate records are maintained to demonstrate progress towards the grant goals and objectives.
- Compliance with all statutory and regulatory requirements is met; and
- Personnel are of a quality commensurate with their responsibilities.

Distribution of the Internal Control Manual

Each professional fully or partially funded by the MSSU Title III grant will receive an electronic copy of the manual alongside instructions and expectations they should be familiar with and compliant with its contents. An evergreen copy of the manual will also live in the Microsoft Teams site for the Title III Implementation team and Internal Monitoring Team. A hard copy will be in the Activity Director/ Support Specialist office. The project management team maintains archived and evergreen versions of the manual in Microsoft Teams and OneDrive.

GRANT SECURITY

Missouri Southern State University's Title III Pathways to Success grant project acknowledges and adheres to all applicable Federal and State laws and regulations concerning the security and confidentiality of personally identifiable information. The institution is committed to ensuring the integrity and protection of sensitive data through stringent compliance measures and continuous oversight.

ORGANIZATION & PERSONNEL

MSSU Title III Organizational Chart
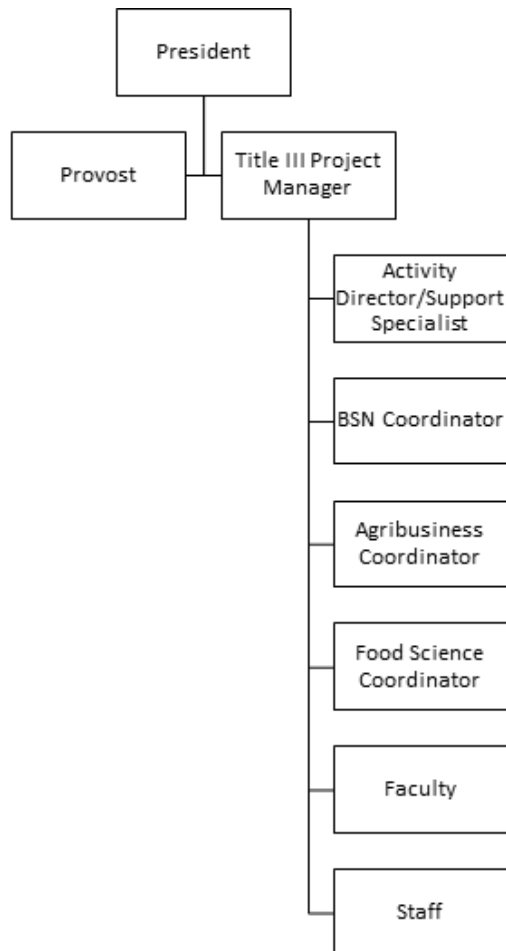
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ROLES AND RESPONSIBILITIES

Administrative Authority & Responsibilities

Missouri Southern State University's President, Dr. Dean Van Galen, has the ultimate authority for all University operations in accordance with the policies set by MSSU Board of Governors. Dr. Van Galen is committed to the project's success that will lead to the increase of student enrollment through new student programs, student success and retention. The President supports a collaborative effort across the campus community so that all projects and initiatives within the grant are seen to fruition.

Grant Personnel

Below are the primary responsibilities of each grant employee. Personnel listed in this section are considered the "key personnel" of the grant. Full job descriptions can be found in the appendix (INSERT LINK AND TITLE OF APPENDIX HERE)

Project Manager

Responsibilities

- Administer Title III Project
- Communicate project progress to college constituents
- Supervise Activity Director/Support Specialist
- Assist in recruitment of Key Personnel
- Coordinate Internal Monitoring Team
- Oversee fiscal, technical project report preparation
- Maintain appropriate utilization of grant funds
- Authorize expenditures and maintain control over budget
- Coordinate project evaluation and submit annual performance report to ED
- Oversee renovations
- Work with college staff to institutionalize innovative programs

Qualifications

- Minimum master's degree in administration, education, or related field
- Minimum three years' federal grant management experience, preferably at university, with project personnel and budget management responsibility
- Experience in project evaluation
- Excellent oral and written communication skills
- Excellent rapport with constituents' institution wide

Activity Director/Support Specialist

Responsibilities

- Oversee the implementation of activity
- Supervise and monitor the activity of staff
- Participate in developing services and training faculty/staff
- Assist in the purchase/inventory of equipment according to fiscal policies and procedures
- Assist in evaluating the project
- Assist in institutionalizing new practices and improvements in ongoing operations

Qualifications

- Master's degree of higher in relevant fields
- At least three years' higher education instructional experience
- At least three years of experience in support service design, development, and delivery (preferably at university level)
- Experience in project, budget, and personnel management and evaluation

Food Science Coordinator

Responsibilities

- Oversee the development of and pilot the Food Science Degree Program
    - Curriculum creation and implementation
    - Evaluation/data collection and mechanisms
    - Lab renovation
    - Completion of grant-related paperwork

Qualifications

- Master's degree or higher in related field
- At least three years' high education instructional experience

BSN Coordinator

Responsibilities

- Oversee the development of and pilot the online RN-BSN Degree Program
    - Curriculum creation and implementation
    - Evaluation/data collection and mechanism
    - Completion of grant-related paperwork

Qualifications

- Master's degree or higher in related field
- At least three years' high education instructional experience

AgriBusiness Coordinator

Responsibilities

- Oversee the development of and pilot the online RN-BSN Degree Program
    - Curriculum creation and implementation
    - Evaluation/data collection and mechanism
    - Completion of grant-related paperwork

Qualifications

- Master's degree or higher in related field
- At least three years' high education instructional experience

PERSONNEL POLICY & PROCEDURES

Personnel policies of the institution are governed by Human Resources policy including the Employee Handbook as well as the Faculty Handbook. Missouri Southern State University's Human Resource policies can be found on their SharePoint site, which can be accessed through the MSSU website for "Information for Faculty and Staff." Updated handbooks can be found at

mssu.policy.edu. These policies are updated annually and emailed to the campus community by the Director of Human Resources. Policies addressed by the Employee Handbook include:

- About the University
- University Policies
- Employment Policies & Procedures
- Compensations and Classification
- Performance Evaluations
- Leave Benefits
- Employee Benefits
- Employee Conduct
- General Employment Complaint Policy

Policies addressed by the Faculty Handbook include:

- University Mission & Governance
- Constitution & Bylaws of the Faculty Organization & Faculty Senate Committees
- Faculty Appointments & Recruitment
- Promotion and Tenure
- Evaluations Policies
- Compensation
- Faculty Policies and Responsibilities
- Faculty Grievance & Termination Policies
- Academic Operating Procedures
- University Administrative Structure
- Policies & Ethical Standards for Research

Hiring

Key Personnel

Hiring for all positions funded by the Title III grant shall follow procedures outlined in the following MSSU Human Resource Policies: Missouri Southern Recruitment and Separation Guide. An employee file will be maintained in the Title III office for each position named in the grant to include contracts, transcripts, and evaluations. Some files are also maintained in the Human Resource office and within the Clear Company software according to institutional practice.

External Consultants/Third-Party

The hiring of external parties such as consultants or evaluators is governed by institutional policy. Upon realizing the hiring of an external party for services related to the Title III grant is necessary, please contact the Project Manager. The project management team alongside applicable institutional personnel will ensure all institutional, State, and Federal guidelines are followed for this process.

Internal Stipend

The hiring of internal parties (i.e., employees of MSSU) is governed by institutional policy. Upon realizing the hiring of an internal party for services related to the Title III grant is necessary, please contact the Project Manager. The project management team alongside applicable institutional personnel will ensure all institutional, State, and Federal guidelines are followed for this process. Two stipend forms are to be completed: one by the stipended individual's supervisor per Human Resources policy, and the Supplemental Contract Form (See Appendix I) by the project management staff per grant policy. Both forms must be completed and signed by all signatory parties and submitted to the project management team. The project management team submits the completed forms to both Human Resources and Financial Services. Payment for work performed for the grant will not be provided until the scope of work/deliverables are complete.

Disbursement of Compensation

See Budget Administration section of this manual for additional information related to the disbursement of Title III funds to personnel hired the grant.

Procedure for Key Personnel Absences

Planned Absences

- Notify the Title III Project Manager as soon as possible prior to the absence.
- Complete a Request for Planned Absence Form and submit it to supervisor(s).
- Maintain documentation to attach/submit with monthly Time & Effort reports.

Unplanned Absences

- Contact the Title III Project Manager before the workday starts and report your absence.
- If you are unable to make contact yourself, then have someone make contact for you.
- Upon return, document hours missed on the monthly timesheet.
- Maintain documentation to attach/submit with monthly Time & Effort reports.

Performance Evaluations

Staff

All Title III staff are evaluated annually according to institutional policy. The Project Manager evaluates the Activity Director/Support Specialist.

All academic coordinator roles have a dual reporting structure, reporting to the Project Manager and their respective Academic Department Chairs. According to institutional practices, the Project Manager and Academic Department Chair will co-evaluate the staff member using applicable institutional evaluation tool.

The Project Manager has a dual reporting structure, reporting to the Provost/VPAA and the President. According to institutional practices, the Provost/VPAA and the President will co-evaluate the Project Manager using the applicable institutional evaluation tool.

Changes in Key Personnel

See [Budget Administration, Programmatic Changes and Budget Revisions](#) section of this manual.

GRANT COMMITTEES

Internal Project Team

Purpose and Responsibilities

The Internal Project Team (IPT) will be responsible for providing leadership and progress of the Title III Pathways to Success projects. IPT responsibilities include:

- Being familiar with the scope of their respective projects and how they fit within the scope and purpose of Title III,
- Understanding the importance of implementing the project so that proposed objectives are met each year,
- Documenting all progress of respective projects, including required reports and
- any systems created for the purpose of documenting progress,
- Accomplishing the work required to implement respective projects according to the implementation schedule,
- Maintaining communication with the Project Manager and Activity Director/Support Specialist,
- Providing updates of ongoing work to the Internal Monitoring Committee as needed,
- Making recommendations for adjustments, as needed, to ensure continuous improvements and assessment of implementing the program activities, and
- Notifying the Project Manager and Activity Director/Support Specialist if any work explicitly written in the grant narrative needs to be adjusted.

Meetings

IPT Meetings, called by Project Manager on an as-needed basis, will be held at least once per academic year to review grant policies and procedures and provide any necessary training to the team. The IPT team may also discuss project progress and/or any areas of future concern, if warranted.

Membership

The following individuals have been appointed by MSSU Provost to serve as the Internal Project Team for the Title III Grant. This is a five-year appointment, ending September 30, 2028.

Name	Title	Project
Faustina Abrahams	Registrar	Meta-majors/Degree Mapping

Lisa Beals, PhD*	Nursing Department Chair	Food Science Degree
Heather Bullock, EdS, LPC	Lead Mental Health Counselor	Mental Wellness
Trang Nguyen	Food Science and Nutrition Coordinator	Food Science Degree
Jeri-Ann Goswick	Teacher Education Department Chair	Online Early Childhood Education Degree
Mackenzie Keough	ASC/Orientation Coordinator	Summer Bridge
Mateus Pizarro, PhD*	IET Assistant Professor	AgriBusiness Degree
Deserae Schwindt	Title III Activity Director/Support Specialist	Title III Activity Director/Support Specialist
Scott Snell	Director of Digital Learning	Online Accelerated Gen Ed
Lisa Sweet	ASC/Academic Recovery Coordinator	Academic Recovery
Craig Thompson	Director of Advising	Predictive Analytics/Early Alerts
Zak Watson, PhD	English & Philosophy Department Chair	Co-Requisite Remediation
Julie Wengert, EdD	AVP Student Success/Project Manager	Project Manager

* Member to be replaced upon hiring of academic coordinator positions – Agriculture Business, BSN, and Food Science

Internal Monitoring Team

See Project Evaluation, Internal Evaluation section of this manual.

PROGRESS & REPORTING PROCEDURES

Progress Communication

Progress communication involves outlining strategies for effectively sharing information and updates with key stakeholders. This may include regular newsletters, email updates, social media posts, and in-person meetings to ensure that everyone involved is informed and engaged in the grant's progress. It is essential to establish clear communication channels and timelines to keep all parties informed and involved throughout the grant period.

Also, leveraging technology like project management tools and collaboration platforms can greatly enhance communication efficiency and transparency. The Title III Grant utilizes Microsoft Applications like Teams, Planner, and Outlook.

Documenting all communication efforts and feedback received helps in evaluating the effectiveness of the communication plan and making necessary adjustments. By maintaining a dynamic and responsive communication strategy, the project can build stronger relationships with its stakeholders and ensure the successful implementation and sustainability of the Title III Grant initiatives. For more information about specific communication efforts.

Federal Reporting

Performance Reports must contain a comparison of actual accomplishments with the goals and objectives established for the period, reasons why established goals were not met, if appropriate, and other pertinent information including, when appropriate, analysis, and explanation of cost overruns or high unit costs.

Interim Performance Report

During the first year of the project, the grantee must submit an interim performance report. This occurs only during the first year of the project and usually is due in the spring of the first project year. The report asks the grantee to report on the substantial progress made in achieving the project's objectives and metrics. It is not expected that objectives will have been reached or metrics met at that point. The Department of Education reviews the interim report and, upon confirmation of substantial progress, awards continuation funding for the project's second year. access an IPR (Interim Performance Report) blank form and instructions, go to the HEPIS Web Portal and click on the 'Blank Forms' and 'Instructions link' at the bottom of the page.

Annual Performance Reports (APR)

Recipients of multi-year discretionary grants must submit an annual performance report for each year funding has been approved to receive a continuation award. The annual performance report should demonstrate whether substantial progress has been made toward meeting the project objectives and the program performance measures.

Annual performance reports are documented on the Grant Performance Report, ED Form 524B, or other approved reporting forms and submitted to the Department of Education. Individual program offices also may require additional forms and/or more frequent reporting. Annual performance reports are typically due 90 days after the end of each grant year.

As the Title III program is a multi-year discretionary grant program, an Annual Performance Report is required. The APR is available to grantees October 1 of each calendar year and closes 90 days thereafter. To access an APR blank form and instructions, go to the HEPIS Web Portal and click on the Blank Forms and Instructions link at the bottom of the page. The APR is extensive and detailed and requests narrative responses, data, and Missouri Southern State University Title III Policy and Procedures Manual. It is recommended that the template for this report be reviewed in detail, and that institutional processes be set up to collect the required data and information as each project year progresses. Preparing in advance for this report will ensure that all information is available and can be submitted in a timely manner.

Final Performance Reports

Grantees are responsible for preparing a final performance report after the project has ended. The Department of Education requires that all grantees send this final report to the program contract

within 90 days after the end of the project period. Additional information about Financial and Performance Reporting is included in Attachment 2 and Attachment B of the Grant Award Notice.

Meetings & Reports

Weekly Staff Meetings

Weekly project management staff meetings led by the Title III Project Manager will be used to review Implementation Strategies and discuss progress toward Objectives. If one of the two members of the project management team is out of the office for the entire week, then no meeting shall occur; however, progress of strategies and objectives will still be monitored by the present member of the team.

Monthly Time and Effort Reports

Grant personnel will complete a Time and Effort Report (See Appendix M) each month to document major tasks accomplished related to their respective yearly grant objectives. Individuals complete the form to illustrate the percentage of time spent on Title III projects and activities.

The report is signed by the reporting party and submitted to the project management team for review. Once reviewed, the Project Manager (or designee) signs the form and signed copies are maintained in the shared Microsoft Teams Title III Implementation: Pathways to Success site and the project management's OneDrive electronic file system. Hard copies of signed documents are also maintained in the documentation binders located in the Activity Director/Support Specialist's office.

Time and Effort Reports are due no later than five business days following the end of the pay period documented on the form.

Monthly Progress Reports

Grant personnel will complete a Monthly Progress Report (See Appendix L) each month to provide an in-depth review of progress toward yearly activity objectives. The report requires the following information to be provided:

- List major activities.
- Discuss any challenges experienced in trying to meet grant objectives.
- List/describe any equipment or significant purchases made with grant funds.
- Describe any travel paid for with grant funds.
- Discuss any consultation discussions related to the grant.
- List any training or workshops participated in.
- Describe any collaborative efforts/activities with other areas of the institution.
- Explain any administrative activity completed.

The monthly progress report also includes space for the submitter to provide information related to upcoming tasks for the next monthly reporting period.

The report is signed by the reporting party and submitted to the project management team for review. Once reviewed, the Project Manager (or designee) signs the form and signed copies are maintained in the shared Microsoft Teams Title III Implementation: Pathways to Success site and the project

management's OneDrive electronic file system. Hard copies of signed documents are also maintained in the documentation binders located in the Activity Director/Support Specialist's office.

Monthly Progress Reports are due no later than five business days after the final date of the reporting month.

Grant personnel will complete a Time and Effort Report (See Appendix M) each month to document major tasks accomplished r

Quarterly Meetings

Quarterly meetings of the INTERNAL MONITORING TEAM and project management team will occur to discuss implementation progress, obstacles, and remedies. See the Internal Monitoring Team section of this manual for more information about the INTERNAL MONITORING TEAM.

Quarterly meetings of the external evaluator and project management team will occur to discuss implementation progress, obstacles, and remedies. See the Project Evaluation section of this manual for more information about the external evaluation process.

Quarterly reports for the Board of Governors will be provided by the Project Manager to illustrate progress toward achieving Activity Objectives.

Annual External Evaluator Review and Report

The external evaluator review and report on compliance and implementation progress and recommendations will be provided annually to the project management team and INTERNAL MONITORING TEAM.

BUDGET ADMINISTRATION

Fiscal Control

Budget administration falls under the scope of the institution's policies and procedures and is managed by the institution's Financial Services team. All budget related transactions shall follow institutional, State of Missouri, and federal guidelines (Uniform Grant Guidance and EDGAR). MSSU's Financial Policies can be accessed through the LioNet portal > Employee tab. Other related policies, such as the Procurement Policy, can be found in the university policy library at policy.mssu.edu. The University Financial Policies (UFP) are updated annually and emailed to the campus community by the CFO. Policies addressed by the UFP include:

Financial Services Policies

- Reimbursements
- Receptions, Parties, and Retreats
- Gifts, Prizes, and Awards
- Check Requests and Invoices
- Petty Cash
- Check Cashing

- Planning & Authorization
- Advances
- Expense Reports
- Itemized Receipts
- Expenses Unallowable
- Lodging
- Air Transportation
- Rental Vehicles
- Personal Vehicles
- Meals
- Proof of Payment
- Incidental Expenses

Deposits

All purchases using Title III funds:

- Must be made consistent with institutional policy, and State of Missouri policy when applicable.
- Must meet provisions of the project budget allowances, and
- Must be approved by the Title III Project Manager.

The Title III Project Manager, Activity Director/Support Specialist, and the institution's Financial Accountant are charged with ensuring consistency between Title III budget records and the university's recordkeeping system. Budget files are maintained in the Title III office and in the MSSU Financial Services Office. The U.S. Department of Education G5 Accounting system is regularly checked to ensure consistency between MSSU Title III budget records for draw down of funds and the U.S Department of Education records.

Institutional forms (i.e., checks, requests, expense report) shall be used in accordance with institutional policy and are also in the LioNet portal for employee use. Anytime signature authority is required on any form, the required signatories must be obtained according to the form's requirements. The final signature on any financial request should be the Title III Project Manager. Before payment of any grant funds, the Financial Services Team and Human Resources, when applicable, shall verify the validity and accuracy of the information with the project management staff.

Any additional policy statements or forms necessary for the Title III grant work are referenced in the remainder of this section of the Internal Control Manual and as appendices in this document.

Personnel Compensation

Four of the Title III staff positions (key personnel) are 100% funded by the grant; the Project Manager is partially funded by the grant. Each of the 100% positions will be institutionalized by absorbing

salaries into the college's general operation budget by the end of Year 5. Before payment of any grant funds, the Financial Services Team and Human Resources, when applicable, shall verify the validity and accuracy of the information with the project management staff. The Human Resource Office and the Financial Services Team coordinate and disperse compensation amounts in accordance with institutional policy.

Draw-downs

Draw-downs are made through the G5 System. Should MSSU wish to draw down funds in advance of expending funds for grant activities, federal regulation permit under certain conditions, including but not limited to:

- Draw down only those funds necessary to meet the immediate needs and obligations of the grant project.
- Depositing advances in interest-bearing accounts whenever possible.
- Keep to a minimum the time between drawing down the funds and paying them out for grant activities.
- Returning to the Government the interest earned on grant funds deposited in interest-bearing bank accounts in accordance with federal regulations. As specified in EDGAR Part 74.22 a small amount of interest may be retained by the institution for administrative expenses. To see specific regulations for payment in EDGAR Part 74.22.

Equipment & Supplies

All equipment and supply requests must be related to the objectives of the Title III project activities and procurement processes will follow MSSU Procurement Policy, IT Asset Management Policy, and University Asset Policy (See Appendix P), For the Title III grant, equipment includes items with a unit cost of $5,000 or more and supplies with unit costs less than $5,000.

Equipment and Supply requests related to the Title III project activity must originate with the Title III staff member desiring to obtain the equipment and/or supply using the Equipment & Supplies form (See Appendix C) Completed and signed forms shall be submitted to the project management team for review. Upon receipt of the form, approval or denial of the request and a release of grant coding information will be sent by the Project Manager via email to the supply requestor. If approved, the Financial Services Team will be notified as such, and the purchase process shall proceed through normal university procedures.

- Detailed list of supplies includes the names of each item and associated unit cost.
- Justification for the need of supplies

The purchaser shall maintain the form, regardless of approval status, in Microsoft Teams Channel files, and the Project Manager shall maintain forms in the OneDrive electronic file system. The Financial Services Team will verify the validity and accuracy of information prior to payment of grant funds. The Financial Services Team reserves the right to ask for proof of approval at any time during the purchasing/receiving process.

- Justification for the need of supplies
  - For equipment $5,000-$10,000, it is recommended to obtain some informal quotes for competitive purchasing knowledge. Quotes should be provided with the written request.

o   For equipment $10,000-$49,999, at least three informal quotes must be obtained and provided with the written request.

Inventory

All items purchased with grant funds will be inventoried and have a nonremovable asset label. An annual inventory will be completed by project management in accordance with record retention policies. Inventory documentation can be found in grant files. All asset labels must include grant name, unique identification number, and retention requirements.

Purchase Order Requests

Purchase orders can be created in the Banner System with the assistance of the Financial Services Office. The Project Manager should electronically approve all purchase orders.

Travel Procedures

All travel paid by Title III grant funds must be related to the goals and objectives of the Pathways to Success project. Standard MSSU travel policy will be followed as described in the University Financial Policies. In addition to the standard institutional forms, the following items should be completed and submitted to the Title III Project Manager:

- Travel Request Form
    o   The final signature on the institution Pre-Approval to Travel Form should be the Title III Project Manager. Reimbursement will not be provided to personnel who fail to obtain approval from the Project Manager.
- Copies of forms/receipts related to travel
    o   Any institutional form completed related to grant travel and receipts should be scanned and provided to the Project Manager.
- Title III summary travel request form
    o   This is a form that must be completed by the individual upon returning from the trip. The form documents how the trip is related to the Pathways of Success project's goals and objectives. Sample materials (conferences, agendas, schedules, meeting minutes, etc.) should be attached to the report. (See Appendix O)

Any forms signed by the Project Manager will be saved to the project files and sent to the appropriate institutional authority for processing and/or payment.

Programmatic Changes and Budget Revisions

Recipients are required to report deviations from the budget and program plans and request U.S. Department of Education prior approvals for budget and program plan revision in accordance with the following:

- Change the scope of the project's objective.
- Change in key personnel specified in the application or award document.
- The absence of more than three months, or 25% reduction in time devoted to the project, by the approved project director of principal investigator.
- Need for additional Federal Funding
- The inclusions, unless waived by the Secretary, of cost that require prior approval in accordance with OMB Circular A-21

- Transfer budget funds to increase contractual services.
- Transfer of budget finds to decrease faculty training stipends.
- Purchase of more or different items or equipment
- Changes to travel category (budget, individuals, traveling, destination, etc.)

To request a programmatic, change, or budget revision; the Title III Project Manager must provide a justification letter, along with support from the Provost and President. Last you must submit to the U.S. Department of Education for final approval.

PROJECT EVALUATION

Internal Evaluation
Internal Monitoring Team

The Internal Monitoring Team (INTERNAL MONITORING TEAM) will be responsible for the internal oversite of the Title III Pathways to Success project. INTERNAL MONITORING TEAM responsibilities include:

- Ensuring a smooth transition to implementing the project,
- Being familiar with scope and purpose of Title III,
- Understanding the importance of implementing the project so that proposed objectives are met each year.
- Reviewing formative and summative reports by the Project Manager and/or Activity Director/Support Specialist, and
- Making recommendations for adjustments, as needed, to ensure continuous improvements and assessment of implanting the program activities.

Once membership has been established and appointed, INTERNAL MONITORING TEAM meetings will be held at least once per quarter to review the grant project to date. The Project Manager and other key personnel, as needed, will report on the progress toward annual goals and objectives. This could include identifying a timeline for completion of quarterly activity, justifying any incomplete activity, and providing written formative and summative evaluations of quarterly activities to include budget reports. The INTERNAL MONITORING TEAM will also discuss any problems and weaknesses identified within the quarterly period and identify corrective actions, if warranted. INTERNAL MONITORING TEAM members will attend the annual meeting with the external evaluator (date to be determined) to review the grant process. INTERNAL MONITORING TEAM members will complete the Annual Evaluation Summary Report document no later than 6 weeks after the conclusion of the grant fiscal year, which ends September 30th.

External Evaluation
An external evaluator shall be retained for the Title III Pathways to Success grant throughout its lifetime. The evaluator will work closely with the grant's key personnel and the INTERNAL MONITORING TEAM to review and refine the grant evaluation plan as needed. The external evaluator will be responsible for the following:

- Annual campus visit, either in-person or electronically, years one-five

- Review of institution's evaluations systems
- Review/evaluation of processes related to the collection and analysis of data
- Review of institutional procedures and outcomes
- Provide consultation regarding evaluation outcomes
- Provide written reports after each visit, year one through five

Quarterly meetings of the external evaluator and project management team will occur to discuss grant progress. See the Meetings & Reports section of the manual for more information.

Audits

Audits are necessary for Title III grants awarded to universities to verify the accuracy and reliability of the financial records and ensure compliance with grant requirements. Maintaining meticulous and organized records is vital for universities to demonstrate transparency, accountability, and adherence to regulations. Detailed documentation of financial transactions, project activities, and outcomes enables universities to monitor grant progress, validate fund utilization, and highlight the grant's effectiveness. Proper recordkeeping also simplifies reporting to grantors and aids in evaluating project outcomes.

The Title III grant is subject to audit by Financial Services, the State, and the IRS.

RECORDKEEPING

Maintaining accurate and organized records is crucial for the Title III grant because it ensures transparency, accountability, and compliance with regulations. By keeping detailed records of financial transactions, project activities, and outcomes, MSSU can track the progress of the grant, demonstrate the proper use of funds, and provide evidence of the grant's impact. Effective recordkeeping also facilitates reporting to funding agencies and helps evaluate the project's success.

The Project Manager and Activity Director/Support Specialist shall keep a viable recordkeeping system that includes:

- Approved proposal
- Approved budget
- Current and prior Grant Award Notices
- Grant-related letters, memoranda, or other official correspondence included but not limited to:
    - Fiscal guidance
    - Policies and procedures
    - Trainings
    - Communications
    - Supplies
    - Travel
- Performance reports submitted to the U.S. Department of Education
- Surveys or need assessments
- Monthly Progress Reports
- Inventory of all equipment purchased or leased

- Project evaluation plan, including timelines and measurement instruments
- Annual third-party evaluations
- Project timelines indicating completed activities and project completion dates
- Recent audit reports by the U.S. Department of Education or state agencies, if applicable
- Site visit reports
- Time and effort records

Record Retention

Grant program and financial records must be retained for at least three years from the date of the submission of the final project report. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the 3-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 3-year period, whichever is later. 2 CFR 200.333 and EDGAR 74.53 provide additional information on record retention requirements.

Should state or institutional policies and regulations mandate a longer retention period, those policies or regulations should be followed.

APPENDICES

Appendix A: Request for Absence- 10 Month Faculty

10-Month FACULTY REQUEST FOR ABSENCE
(Absence Form - for use by 10-mo Faculty only)

Name (Please Print): _____ LioNet ID #: _____

Date Form Completed: _____

(Please use one form per month rather than combine multiple months on the same form)

10-mo faculty members may take sick leave in 1 hour increments.

Faculty members while on unpaid leave may not perform any job duties for MSSU.
This form should be submitted in advance of absences whenever possible.

FMLA: Please see 10--Month Faculty FMLA & Sick Leave Recording procedure & FMLA Policy on: **HR-Sharepoint.**

Please complete the schedule below for day)s) absent by indicating either:

Number of hrs absent per day, and the type of leave taken: **S** (Sick); or **B** (Bereavement)

Dates	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Nature of Absence(s): _____

Please complete the section below if you have made prior arrangements with your supervisor to work from home.

Address and phone number where you can be located during absence:

_____   _____

_____   Phone #

_____

Academic Information: complete this section to indicate work done from home (must be pre-approved).

Date	Course & CRN/Time	Office Hours/Time	How Provided For

_____   _____
Signature of Employee   Date

_____   _____
Signature of Immediate Supervisor   Date

_____   _____
Signature of Dean   Date

Original: **Human Resources**
Copies (2):   **1) Immediate Supervisor, 2) Employee**

Revised 3/14/2022

Appendix B: Request for Absence- 12 month Faculty

REQUEST FOR ABSENCE
(Sick, Vacation or Bereavement Absences)
To be used by Adminstrators, 12-Mo Faculty and Professional Staff

Name (Please Print): _____ **LioNet ID #:** _____

Date Form Completed: _____

Date(s) of Absence from work: (Please use one form per month rather than combine multiple months on the same form).

If out a full day, enter 8 hours. If a partial day, enter the # of hours absent (Minimum is 15 minutes or 0.25 hour).

Indicate type of leave (such as **8-S** for a full day or **S-2.50** for 2½ hours of Sick leave, **4-V** for a half day of Vacation leave, etc.).

Types of Leave: **V** (vacation), **S** (sick), **B** (Bereavement)

NOTE: During the reduced summer school workweek, if off a full day, 10 hours of leave is to be used.

Dates	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Nature of Absence(s): _____

_____

(If on **FMLA** indicate above)

FACULTY: Please complete this section.

Address where you can be located during Absence:

_____   _____

_____   Phone #

_____

Academic Information:

Date	Course & CRN/Time	Office Hours/Time	How Provided For

Note: If a substitute teacher is arranged for, list name of teacher who will be in charge; if a test is given, indicate proctor; if outside assignments are made in lieu of the class meeting, record the nature of the assignments. (The last plan mentioned is rarely advisable for lower division courses.)

_____   _____
Signature of Employee   Date

_____   _____
Signature of Immediate Supervisor   Date

Original: Human Resources
Copies (2): 1) Immediate Supervisor, 2) Employee

Revision 3.15.16

Appendix C: Equipment & Supply Request Form

MISSOURI SOUTHERN
— STATE UNIVERSITY —

Title III: Pathways to Success

Equipment & Supply Request Form

Instructions

All equipment and supply requests must be related to the objectives of the Title III project activities. Equipment includes items with a unit cost of $5,000 or more and supplies include items with unit costs less than $5,000. *For equipment $5,000 - $10,000, attach informal quotes for competitive purchase knowledge and submit with this form. For equipment $10,000 - $49,999, attach at least three informal quotes for competitive purchase knowledge and submit with this form.*

Use this form to request grant funds be used for an equipment and/or supply purchase. Complete the form and submit to the Title III Project Manager for approval.

Itemized Request List

Item Name/Description	Unit Cost	Units Needed	Total Cost
Example: iPad	$299.00	3	$897.00

$ _____
Total Amount of Fund Request

Justification of Request

Use the following space to provide detailed justification for the need of the equipment and/or supply. Include the Activity Objective and Performance Indicator associated with the request.

_____

_____

_____

Requesting Party Information

By signing below, I verify the information provided on this form is accurate and true.

_____   _____
Date of Request   Employee Department

_____   _____
Employee Name (Printed)   Employee Signature

Approval Information

This space is for project management team.

☐ This request has been approved.

☐ This request has not been approved.

_____   _____

Date of Decision   Project Manager Signature

_____

Institutional ORG/Account Code

Cc: Financial Services Office, Stipend Signatories, TIII Project Management Team

Appendix D: Faculty Release/ Stipend Request Form

MISSOURI SOUTHERN
─── STATE UNIVERSITY ───

Faculty Release/ Stipend Request

Please complete and submit this form to your department chair prior to the semester that you are requesting a stipend.

Faculty Member Name: Department: SID

‒ ‒

Semester (check one):   Fall   Spring   Summer   Year: 2023

Total Amount of stipend requested: Org/Account:

Payment date(s):

Amount of Release time if applicable: N/A

Please list the goals/objectives of your project and the importance to MSSU:

_____

Faculty Signature   Date

_____

Department Chair Approval/Comments/Recommendations: ☐   Date:

_____

Dean Approval/Comments/Recommendations: ☐   Date:

_____

Provost Approval/Comments/Recommendations: Date:

(If more space is needed, please include a separate sheet)

January 2017

Appendix E: IMT Annual Evaluation Summary Report Template

MISSOURI SOUTHERN
STATE UNIVERSITY ™

Pathways to Success Title III Grant
INTERNAL MONITORING COMMITTEE
Annual Evaluation Summary Report

IMC members will complete the Annual Evaluation Summary Report document no later than 6 weeks after the conclusion of the grant fiscal year, which ends September 30th.

Timeline & Tasks

Use the space below to provide a narrative answer to the following questions: (Were the tasks completed? Were the results successful? Are the timelines being met? Are the timelines realistic? Were the resources adequate?)

Objectives

Use the space below to provide a narrative answer to the following questions: (Were the objectives reached? If not, why? Were the goals realistic?)

Last Updated: 1/23/2024

Problems & Weaknesses

Use the space below to provide a narrative answer the following questions: (What problems and weaknesses are evident in the grant? To what extent has the University progressed in weakness areas?)

Institutionalization

Use the space below to provide a narrative answer to the following question: (To what extent has the University institutionalized developmental/pilot activities of the grant?)

Appendix F: Performance Agreement Form

MISSOURI SOUTHERN
STATE UNIVERSITY ™

TITLE III GRANT: PATHWAYS TO SUCCESS
Performance Agreement

Position Information

Complete the following information in the spaces provided.

Report Period: March 2024   **Date Report Completed:** 4/1/2024

Report Completed By: Julie Wengert, Title III Project Manager

<small>Name and Title of Grant Employee</small>

Grant Information

Specify the following information by filling in the blanks below.

Year of Grant: Year 1, 2023-2024   **Grant Project Name:** Project Manager's Report

Applicable Grant Goals, Objectives, and Performance Indicators for Year:

Performance Expectations

Current Reporting Period

Use the provided space to explain progress made on the Title III Pathways to Success grant. (Attach additional pages if necessary). Provide specific activity objectives related to each progress note by placing the objective number in parenthesis at the end of each comment. Use the questions below to inform your progress notes for this reporting period as it relates only to the work of the grant:

- List major activities.
- Discuss any challenges experienced in trying to meet grant objectives.
- List/describe any equipment or significant purchases made with grant funds.
- Describe any travel paid for with grant funds.
- Discuss any consultation discussions related to the grant.
- List any training or workshops participated in.
- Describe any collaborative efforts/activities with other areas of the institution.
- Explain any administrative activity completed.

Employee Verification

Employee sign and date below and obtain Project Director signature. Submit signed report to the Title III Activity Director/Support Specialist upon completion. By signing below, you agree to comply with the expectations outlined within this document.

_____   _____

Report Completer Signature   **Date**

_____   _____

Project Manager or Designee Signature   **Date**

Appendix G: Stipend Pay Request Form

MISSOURI SOUTHERN
STATE UNIVERSITY
STIPEND PAY REQUEST

Employee Name: _____

LioNet ID#S _____

Description of Payment: _____

_____

Amount to be paid: $_____

Frequency: _One-time payment upon completion of grant work as verified by Title III Project Manager (Julie Wengert)_

Date(s) to be paid: _____

Index/Account# _____224024_____ / _____224024_____

_____
Department Head Signature   /   Date

_____
Vice-President Signature   /   Date

Appendix H: Supplemental Contract

MISSOURI SOUTHERN
STATE UNIVERSITY ™

Title III: Pathways to Success

Supplemental Contract

Instructions
All Supplemental Contracts should be accompanied by a signed MSSU Faculty Release/Stipend Request Form from the Human Resources Department. Complete the form and submit to the Title III Project Manager for approval.

Employee Information

_____   _____
Employee Name   Employee SID #

_____
Employee Department

Contract Term

_____   _____   _____
Start Date   Completion Date   Academic Year

Scope of Work/Deliverables
Describe in detail the exact work to be performed.

_____

_____

_____

_____

Payment Information & Employee Verification
Payment for work performed for the *Title III: Pathways to Completion Project* will not be provided until the scope of work/deliverables are complete.

_____   _____
Total Amount to be Paid to Employee   Institutional ORG/Account Code

_____   _____
Payee Signature   Date Signed

Cc: Human Resources, Business Office, Stipend Signatories, TIII Activity Director/Support Specialist

Appendix I: Quarterly Report Template

MISSOURI SOUTHERN
STATE UNIVERSITY

Pathways to Success Title III Grant
Quarterly Report

Quarter #: Insert Date Range

Project Management Team

Project Status Updates – Year 1

Appendix J: Memo Template

MISSOURI SOUTHERN
STATE UNIVERSITY

Memo

To:

From:

cc:

Date:

Re:

Appendix K: Monthly Progress Report

MISSOURI SOUTHERN
STATE UNIVERSITY ™

TITLE III GRANT: PATHWAYS TO SUCCESS
Monthly Progress Report

Report Information

Complete the following information in the spaces provided.

Report Period: _____   **Date Report Completed:** _____

Report Completed By: _____

<div align="center">Name and Title of Grant Employee</div>

Grant Information

Specify the following information by filling in the blanks below.

Year of Grant: _____   **Grant Project Name:** _____

Applicable Grant Goals, Objectives, and Performance Indicators for Year:

Grant Progress Information

Current Reporting Period

Use the provided space to explain progress made on the Title III Pathways to Success grant. (Attach additional pages if necessary). Provide specific activity objectives related to each progress note by placing the objective number in parenthesis at the end of each comment. Use the questions below to inform your progress notes for this reporting period as it relates only to the work of the grant:

- List major activities.
- Discuss any challenges experienced in trying to meet grant objectives.
- List/describe any equipment or significant purchases made with grant funds.
- Describe any travel paid for with grant funds.
- Discuss any consultation discussions related to the grant.
- List any training or workshops participated in.
- Describe any collaborative efforts/activities with other areas of the institution.
- Explain any administrative activity completed.

Future Reporting Period

List tasks that are planned to meet Activity Objectives for the next reporting period.

1. _____

2. _____

3. _____

4. _____

5. _____

Employee Verification

Employee sign and date below and obtain Project Director signature. Submit signed report to the Title III Activity Director/Support Specialist upon completion. By signing below you agree all information is accurate and all tasks from this reporting period and the upcoming reporting period are documented on the Microsoft Planner app.

_____   _____

Report Completer Signature   **Date**

_____   _____

Project Manager or Designee Signature   **Date**

Appendix L: Time & Effort Report

MISSOURI SOUTHERN
— STATE UNIVERSITY —

TITLE III GRANT: PATHWAYS TO SUCCESS
Time & Effort Form

Employee Information

Complete the following information in the spaces provided. Attach a copy of any applicable institutional leave documents.

Pay Period: **Date Form Completed:**

Employee Name:

Title III Grant Position Title: _____

Time Certification

Specify the following information by filling in the blanks below.

Time on Title III Tasks

I certify that at least _____ % of my time and effort (_____ hours) was devoted to the Title III Pathways to Success grant program.

Tasks Completed

Time on Non-Title III Tasks

I certify that no more than ____ % of my time and effort (_____ hours) was devoted to non-Title III work.

Employee Verification

Employee sign and date below and obtain Project Director signature. Submit signed document to the Title III Activity Director/Support Specialist no later than one week after the pay period ends documented on this form.

_____   _____
Employee Signature   **Date**

_____   _____
Project Director or Supervisor Signature   **Date**

Appendix M: Meeting Minutes Template

MISSOURI SOUTHERN
─── STATE UNIVERSITY ───

Pathways to Success Title III Grant
MEETING MINUTES
Project Management Team Weekly Meeting
8/26/2024
10am

1. **Agenda Titles Here**
   a. Notes Here

2. **Agenda Titles Here**
   a. Notes Here

3. **Agenda Titles Here**
   a. Notes Here
   b. Annual Reporting

4. **Action Items**
   a. **List of Action Items/Deliverables – to be transposed to Microsoft Planners.**

Appendix N: Travel Request Form

MISSOURI SOUTHERN
STATE UNIVERSITY ™

Title III: Pathways to Success

Travel Request Form

Instructions

All travel requests must be related to the objectives of the Title III project activities.

Use this form to request grant funds be used for travel. Complete the form and submit it to the Title III Project Manager for approval. *This form should be accompanied by a completed MSSU Pre-Approval to Travel Form.*

Justification of Request

Use the following space to provide detailed justification for the travel request. Include the Activity Objective and Performance Indicator associated with the request. *This form should be accompanied by applicable conference materials such as the brochure, agenda, listing of sessions, etc.*

_____

_____

_____

Travel Checklist/Verification

☐ I have completed and attached the Pre-Approval to Travel Form, which includes a detailed calculation of my projected and itemized costs.

☐ I have attached applicable conference materials that substantiate and justify my request to travel using grant funds.

☐ My travel was listed and budgeted in Title III narrative. List amount: $_____.

☐ I understand certain items may not be reimbursed by federal grant funds such as food.

☐ There are no cash advances for travel. Some items related to travel will require departmental funds with a coding or reimbursement from the grant.

$_____
Total Amount of Fund Request

Requesting Party Information

By signing below, I verify the information provided on this form is accurate and true.

_____   _____
Date of Request   Employee Department

_____   _____
Employee Name (Printed)   Employee Signature

Approval Information

This space is for project management team.

☐ This request has been approved.

☐ This request has not been approved.

_____   _____
Date of Decision   Project Manager Signature

_____
Institutional ORG/Account Code

Cc: Financial Services Office, Stipend Signatories, TIII Project Management Team

Appendix O: University Asset Policy

MISSOURI SOUTHERN
STATE UNIVERSITY

University Asset Policy

Capital assets have an initial useful life in excess of one year and typically have a single item cost of $5,000 or more. Capital assets can include real property, infrastructure, land improvements, buildings and building improvements, equipment and automobiles. Due to their inherent nature library books/collections are considered capital assets regardless of their purchase cost.

Construction in progress projects and any related components are not recognized as capital assets until substantially ready to be placed into service.

Capital asset costs and related depreciation are reported on the University's financial statements. Assets not meeting the definition of a capital asset should be expensed in the period in which the costs are incurred. Inventory of capital assets occurs annually.

Financial Services maintains a database to track and account for assets. To assist in the identification and control, each new item will be assigned a unique inventory number and be entered into the asset database. A bar-coded, numbered identification tag will be issued for each tracked item and affixed to the equipment unless the nature of the item makes this impractical.

Any questions regarding these policies can be directed to: Kristy Jennings (9512) or Michelle Arwood (9837).