

THE GRANTS PROCESS (Public Sector)

Proposal Design and Submission Process

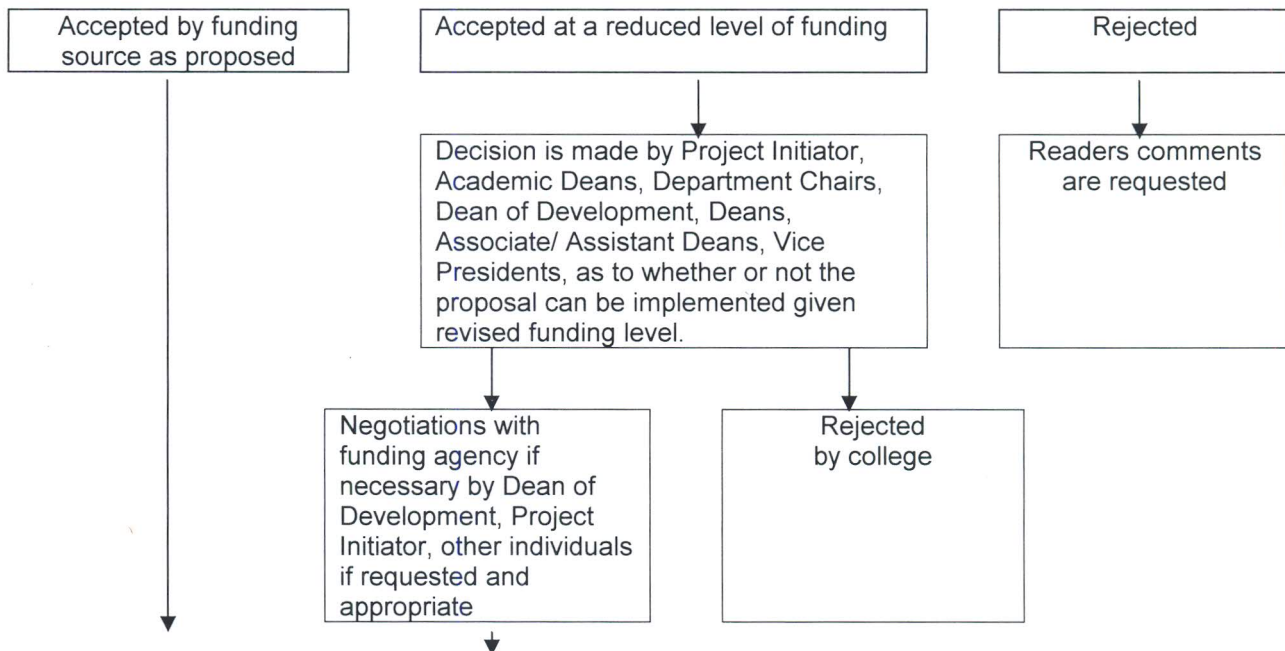
Dean of Development collects and disseminates Requests for Proposals (RFPs). If RFPs are received by other college personnel, copies should be made available to the Dean of Development. Relevant staff members attend bidders conference if applicable/appropriate.

Proposal initiator meets with supervisor to determine if the idea supports the priorities of the area/the strategic plan of the college. Proposal Initiators, appropriate Deans, Associate/Assistant Deans, Department Chairpersons, Program Coordinators, and other appropriate individuals, meet if and as necessary to discuss guidelines and application.

Proposal application developed by initiator in collaboration with Dean(s), Associate/Assistant Dean(s), Dean of Development, other personnel as needed or warranted. Academic Affairs Committee and Institutional Review Board (IRB) contacted by the Academic Dean if necessary. Human Resources Office contacted when proposal involves salaries, other areas of the college whose resources are needed must also be contacted at this time.

Proposal submitted to outside funding agencies through the Development/Institutional Advancement Office under the President's signature. (Copies provided to all appropriate in-house personnel.)

Granting and Acceptance of the Award



Board of Trustees Motion developed by the Dean of Development's office is submitted to the President's office several days prior to Trustee Meeting at which time grant will be recommended for acceptance.

Grant award spending plan recommended to the Board of Trustees for approval.

Implementation

In-house implementation meeting is scheduled by the Dean of Development's office and grant implementation agreement is developed by Project Initiator, appropriate faculty, Department Chairpersons, Program Coordinators, Academic Deans, Deans, Associate/Assistant Deans, Vice President, Dean of Development, and other involved personnel from the Accounting/Finance and Human Resources Offices.

Discussion in this meeting includes: Basic Information; Programmatic and Fiscal Information; Reporting Requirements; Public Relations Needs; Admission/Registration/Assessment Components; as well as Future Actions that may be required.