

Board of Education Series—1000

GRANTS—SPECIAL, STATE, AND FEDERAL PROGRAMS

- Grant Originator:**
1. Informs appropriate **dean** of project interest.
 2. Contacts **grants development office** to discuss feasibility of funding, or **grants development staff** may contact employees with appropriate funding opportunity.
 3. Once decision to apply is made, originator (in most cases a **college administrator**) assumes responsibility for content and budget.
- Dean/Chief Financial Officer:**
1. Reviews upcoming deadlines in college division meetings.
 2. Selects target applications, based on: (a) college mission and priorities, (b) dollar amount, (c) lead time and employee availability.
 3. Communicates selected target programs to **grants development staff and affected** employees.
- Grants Development Staff:**
1. Maintains current records of funding opportunities, deadlines, and probabilities of funding.
 2. Recommends opportunities to appropriate **dean**.
 3. Assists **dean** or **originator** in evaluating target grants and, if selected, produces and submits application.
 4. Reviews proposed budget with **business office and human resources** on personnel impact of grants.

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GRANTS—SPECIAL, STATE, AND FEDERAL PROGRAMS (Continued)

- Grants Development Staff:** (Continued)
5. Notifies **college board** of grant activities (submissions, awards and denials in monthly reports.
 6. Requests **board** approval of submitted and awarded grants.
 7. Upon agency action (approval or rejection of application), initiates appropriate follow-up with employees.
 8. Submits annual report of grant activity to **college board**.

October 14, 1991
Adopted College Council
December 7, 2005
Revised