

AP 3280 - Grants

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.

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