

H. Council Trenholm State Technical College

GRANT PROPOSAL

DEVELOPMENT PROCESS



Approved by President's Cabinet 12/2008
Release Date: 5/5/09

PROJECT CONCEPT FORM

Date: _____ Principal Investigator/Grant Seeker: _____

Department/Division: _____

Project Name: _____

Description of the Project: _____

Anticipated Outcomes Related to the Department/Division/College:

Rationale to Support Need for the Project:

One-Time Project: _____ Multi-Year Project _____ Ongoing Project _____

Identification of Potential Funding Source: _____

Maximum Grant Amount: _____ Matching Funds Required: _____

Application Due Date: _____

Budget:

Describe what is needed to implement proposed project:

Funds for Personnel _____	Evaluators _____
Travel _____	Office(s) _____
Equipment _____	Classroom (s) _____
Supplies _____	Telephone(s) _____
Consultants _____	Computer(s) _____
	Other Technology _____

Other _____

Signatures:

Principal Investigator: _____	Date: _____
Division Head: _____	Date: _____
Dean of Academic /Technical Education: _____	Date: _____
Dean of Development: _____	Date: _____
President: _____	Date: _____

GRANT PROPOSAL APPLICATION PROCESS

Develop Idea

Principal Investigator will review grant announcement and requirements. Seek approval from the Division Head. Contact Dean of Development.



Get Project Concept Approval

Complete Project Concept Form. Submit to the Dean of Development for review and approval from all other required parties prior to starting on the proposal.



Compose First Proposal Draft

Upon receipt of approval from the College, prepare the first draft and submit to the Dean of Development. The Dean of Development and Grants Team Review Committee will review and provide feedback.



Update Second Draft Proposal

After receiving feedback, the Principal Investigator will respond based on feedback. The Principal Investigator will update and finalize proposal.



Submit Final Proposal to Development Office

The Principal Investigator will submit final proposal to the Dean of Development for review and to obtain the required signatures.



Submit Final Proposal to Funding Agency

After obtaining all required signatures, the final proposal will be submitted to the funding agency.



If Grant is Funded, Convene Start-up Meeting

The Dean of Development will convene a meeting with all parties involved in the implementation process. The Business Office will provide Budget Code for project.



Begin Project

All parties involved in the grant will follow guidelines and established procedures regarding expenditures, personnel and reporting.

Grant Proposal Development Process

The development of a grant proposal begins when you have an idea for a project that needs external funding or when there is an opportunity to apply for a grant that fits the need of the College. It is the intent of the college administration to encourage and support the development of grant proposals for new, competitive renewal, supplemental and non-competing applications that support the mission of H. Councill Trenholm State Technical College.

Prior to writing and/or submitting any proposals, the College faculty and staff must communicate with the Division Head and contact the Dean of Development. Before you proceed with a grant application, you must first complete and submit a *Project Concept Form* to the Dean of Development. Both the Grants Review Committee and the President's Cabinet will have a role in the approval process.

A number of issues must be considered during the approval process, including the alignment with the College's strategic initiatives and priorities, availability of matching funds, the likelihood of funding and requirements to continue the project after the funding ends. To maximize the efforts of the Development Office, a grant approval process is established. Following this process helps to ensure the prevention of spending time developing a grant proposal that is not approved or submitted.

Most grants will involve hiring personnel, utilizing the services of faculty and staff, and in-kind and matching requirements. Consequently, the appropriate faculty and staff must have knowledge of the commitment of their services. Therefore, it is necessary to allow all involved parties to review the grant proposal before it is submitted to the funding entity. The purpose of the review is to ensure that the proposed project is feasible and not a burden to the College. The Grants Review Committee will also review the proposal to make sure that the project is aligned with the College's mission.

Grants Review Team Process

The Grants Review Team members will be composed of the Dean of Development and other faculty and staff members from critical areas of the College. Each committee member will be given a copy of the grant proposal. The Committee will ensure that the proposal is well-written and complete with information that is compelling to the funding source. Each member will be required to read the proposals and make written comments with respect to the various aspects including (but not limited to):

- Quality of written proposal
- Methods of outcomes
- Potential value of educational experience for students
- Appropriateness of the budget
- Support letters

- Verify that all involved departmental, collegiate, and compliance units have approved the proposal

The Dean of Development will be responsible for convening meetings with the Grants Review Team. They will meet as a group to review and discuss the proposal. During each meeting, they will share individual comments and questions to clarify elements of the proposal. After the meeting, the committee members will accept or deny the proposed project and provide results to the President.

Grant Proposal Process

Step 1: Principal Investigator, Division Head and Dean of Development

- Develop the new idea through discussion with the Division Head.
- New, competitive renewal, supplemental and non-competing applications for external funding must be discussed with the Dean of Development and the Division Head.
- The Principal Investigator will conduct research to identify potential funding source(s).
- The Principal Investigator will research granting agency's priorities.
- The Principal Investigator will establish Department goal (s) and College goal (s) that align with the opportunity.
- The Principal Investigator will secure prospective internal partners for the project.
- The Principal Investigator will complete and submit Grant Concept Form to the Dean of Development.
- The Dean of Development and Principal Investigator will present new idea to the President's Cabinet.
- The Principal Investigator and Dean of Development will contact prospective external partners upon approval process of the Grant Concept Form by the President.

Step 2: Principal Investigator and Dean of Development

- The Principal Investigator will obtain the required signature on the Grant Approval Form from the Division Head to authorize further pursuit of grant proposal and submit to the Dean of Development.
- The Dean of Development will convene a proposal design meeting.
- The Dean of Development and Principal Investigator will create proposal timeline.
- The Principal Investigator will compose project concept and activities that will address the essential information required by the funding source and the College.
- The Principal Investigator will compose the first proposal draft.
- The Principal Investigator will prepare project content for budget development.
- and first proposal draft to the Dean of Development

Step 3: Dean of Development, Grants Review Team and Project Director (if known)

- The Dean of Development will provide a copy of the first proposal draft to the Grants Review Team to review prior to convening a meeting.
- The Dean of Development and the Grants Review Team will review funding source solicitation and submission requirements.
- The Dean of Development will convene a meeting with the Grants Review Team to discuss draft proposal.
- The Dean of Development and team members will review the first draft of the proposal.
- The Grants Review Team will review the proposal to ensure that the proposed project is related to the College's mission, goals and strategic plan.
- The person(s) who will direct the activities of the grant will have also been involved in the proposal development process.
- The Grants Review Team will make sure the College has identified and can provide the financial commitment.
- The Grants Review Team will make sure there is a high probability that the proposed project can operate within total grant and financial commitment.
- Upon completion of a full review of the proposal, the Dean of Development and the Grants Review Team will approve or disapprove.
- The Dean of Development will provide the status of the proposal to the President.
- The President will present the status of the proposal to the President's Cabinet and make a request for questions and comments.

Step 4: Principal Investigator and Dean of Development

- If approved, the Principal Investigator will finalize the draft proposal and submit to the Dean of Development for review.
- The Dean of Development and the Grants Review Team will again review the final draft for competitiveness in quality and compliance with requirements.
- The Division Head, Director of Restricted Programs, Comptroller and Dean of Finance will review budget and approve.
- The Dean of Development will confirm that funding source proposal solicitation requirements and signature approvals are met.
- The Principal Investigator will obtain agreements and support letters from external partners.
- The Principal Investigator will submit the final proposal with all other required attachments to the Dean of Development.
- The Dean of Development will review the proposal for completeness and forward to the President for final signature approval.

- If the proposal is to be mailed, the Principal Investigator and the Dean of Development will ensure that the final proposal is mailed not less than five (5) days before the deadline date.
- If the proposal is to be submitted electronically, the Principal Investigator and the Dean of Development will submit not less than three (3) days prior to the deadline date.
- A copy of the final draft will be submitted to the President, Dean of Finance, Director of Restricted Programs and Comptroller.

Step 5: Principal Investigator

- If the grant is awarded, the Principal Investigator or Designee will be responsible for administering the grant.
- Administering the grant will include implementation, management of activities, tracking, monitoring the budget and preparation of required reports.
- The Principal Investigator will prepare and forward annual reports and all other required documents to the Dean of Development

Step 6: President or Designee

- Upon receipt of formal notification from the funding source of an award status, the President will make an announcement of the award.
- If the grant is not awarded, the Dean of Development will obtain a copy of the funding source reviewer's comments to share with the Principal Investigator.

All grant applications and proposals MUST be reviewed by the Dean of Development and submitted through the Development Office. The final draft grant application and proposal MUST be ready for review and ready for the required signatures at least seven (7) days prior to due date.

Applications requiring electronic submission by the funding agency will be entered via the Development Office. The Development Office will retain a master electronic copy of the final grant application/proposal.

Final Grant Submission

The final proposal will be reviewed by the Dean of Development to ensure that forms are accurately completed, all required documentation is included and that submission deadlines are met. Mailed proposals must be submitted to the Dean of Development not less than seven (7) days prior to the due date. The final proposal must be mailed not less than five (5) days prior to the deadline. Proposals submitted electronically must be submitted to the Dean of Development five (5) days before the deadline date. The proposal submitted online must be submitted electronically to the granting agency not less than three (3) days before the deadline date. The

Dean of Development, Principal Investigator and/or Project Director will work together to ensure that proposals are submitted by the established deadline dates.

Grants Less Than \$10,000

Grants that are under \$10,000 and will not require matching funds or new resources can be approved by the Dean of Development. The Principal Investigator must complete and submit the Grant Proposal Form and forward to the Dean of Development prior to seeking grant.

Grant Archives

Information regarding all grants awarded to the College will be maintained in the Office of Development. The Development Office should be able to readily provide information regarding each grant to those seeking information.

Acceptance of the Award

The Dean of Development will be responsible for notification to the granting agency of acceptance of the grant award, terms, conditions. The Dean of Development and Director of Restricted Programs will review the project budget. The Dean of Development will review all requirements prior to acceptance by the President

The Business Office should be provided with a full copy of the proposal after receipt of funding notification. Original award letters should be retained in the Business Office. The Business Office should provide a Budget Code for the project to the Project Director and other designated employees. Copies of the official grant award notification letter should be provided to the Office of Development, the President's Office and the Project Director's Office.

Post Award

The Dean of Development will convene a meeting with all parties involved in the implementation process of the grant. Those parties should include the Dean of Finance, Director of Restricted Programs, Comptroller and the Project Director. If new hiring is to take place, the Human Resources Director should be a part of this meeting. If the implementation process should involve technology related issues beyond one telephone and one personal computer, the Director of Information Technology should be included in the meeting.

The purpose of the meeting is to review grant requirements, progress report dates, and any unique characteristics pertaining to the project or funding agency. This meeting will be held to present the awarded project and ensure all assigned faculty and staff understand their roles and responsibilities and their reporting process.

Project Management and Records Maintenance

The Development Office will play a limited role in the administration of funded projects. Grants management is conducted by the project director assigned to the project director. The Project Director is responsible for the overall management of the grant, including compliance with applicable federal, state and/or local regulations, completion of required reports, and for communication project results to the college community. The Project Director is also responsible for maintaining all fiscal records associated with the grant and for reconciling such records with the official expenditure reports prepared and disseminated by the Business Office. Monthly reconciliation is advised so that questions or problems can be identified and addressed immediately.

The Project Director is responsible for maintaining all required records related to the execution and achievements of the grant.

The Business Office is responsible for maintaining official fiscal records, including expenditure documents, for all grant projects. Financial Management of the grant is administered by the Business Office personnel. Human Resources Department is responsible for the process to hire new employees supported by the grant funds.

A copy of the annual report will be forwarded to the Dean of Development.

Suggested Grants Review Committee:

1. Dean of Development, Chair
2. Dean of Academics or Associate Dean of Technical Education
3. Principal Investigator
4. English Instructor
5. Former or existing director of a federal grant
6. Director of Restricted Programs
7. Human Resources Director
8. General Education Instructor
9. Technical Instructor
10. Director Institutional Research and Advancement

Note: The President will select a Vice-Chair.

PROPOSAL DEVELOPMENT TIMELINE

Title: _____

Principal Investigator: _____

Due Date: _____ **Project Director:** _____

ITEM	RESPONSIBLE PARTY	DEADLINE	COMPLETED
Compose First Draft			
Submit First Draft to Dean of Development			
Grants Process Team will Begin Review of First Draft			
Complete Final Draft			
Support Letters			
Budget Review by the Business Office			
Appendices Cover/Budget/Assurance Forms/Cover Letter			
Submit final proposal to Development Office for review			
Obtain Required Signatures			
Dean of Development will review for Completeness			
Mail Proposal to funding agency			

Grant Approval Signature Approval Form

Principal Investigator: _____

Department: _____

Grant Proposal Title: _____

Grant Source: _____

<p>I certify that the statements made in the attached proposal and the above certifications are true and complete to the best of my knowledge. If the proposal is funded, I will conduct the project in accordance with the terms and conditions of the sponsoring agency and the policies of the College. I will be fully responsible for meeting the requirements of the award, including providing the proper stewardship of agency funds, and submitting all required reports and documents in a timely manner.</p>	<p>Principal Investigator</p> <p>Signature: _____</p> <p>Date: _____</p>
<p>The information provided is within the total program and objectives of the department. Adequate space is available or planned for the conduct of the project. The professional time allocations described therein are realistic and within the College guidelines.</p>	<p>Division Head</p> <p>Signature: _____</p> <p>Date: _____</p>
<p>The grant proposal project is consistent with the overall goals of the division.</p>	<p>Dean</p> <p>Signature: _____</p> <p>Date: _____</p>

BUDGET APPROVAL FORM

<p>I have reviewed the budget for accuracy, application of appropriate rates and permissibility of costs.</p>	<p>Director of Restricted Programs Signature: _____</p> <p>Date: _____</p> <p>Dean of Finance Signature: _____</p> <p>Date: _____</p>
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+FINAL GRANT APPROVAL FORM

<p>The attached proposal is consistent with the overall goals of the College and all institutional and budgetary concerns are resolved.</p>	<p>Principal Investigator Signature: _____ Date: _____</p> <p>Dean: _____ Date: _____</p>
	<p>Dean of Finance Signature: _____ Date: _____</p> <p>Dean of Development Date: _____</p> <p>President Signature: _____ Date: _____</p>

Note: The signatures of approval are required before a grant proposal will be submitted. An approved Grant Signature Approval Form must be received by the Development Office no later than seven (7) working days prior to the grant deadline.