PURPOSE

The purpose of this procedure is to establish guidelines for the grant proposal development process.

PROCEDURE

Preliminary Proposal Development

1. A program or financial need is identified and defined in relationship to the College’s strategic, priority plans.

2. The identified need is presented in an executive summary to the President’s Executive Committee and to the Grants Administrator.

3. Potential funding resources are researched and identified. Guidelines and previously funded proposals are requested from the funding agency.

4. A Grant Development Form is completed and sent to the President’s Executive Committee and to the Grants Administrator.

5. Notification is sent to all appropriate investigators of the President’s Executive Committee’s recommendation for development.

6. If the application is approved for development, an ad hoc proposal development committee is formed by the Grants Administrator.
Writing the Proposal

1. A meeting of an ad hoc committee for proposal development is held with all identified personnel in attendance.
2. Proposal guidelines are explained and discussed.
3. Assignments are made for writing, collection of internal and external data, partnership development, literature review, budget development, and background materials.
4. A draft proposal is developed, reviewed and edited. This encompasses each section of the application.
5. Revisions are made as necessary. Preparation is made for final copy.
6. Upon arriving at a final draft copy; all sections are combined into the application per funding agency requirements.

Proposal Submission

1. The appropriate number of copies of the proposal are made for submission and a minimum of three extra copies are made for internal use.
2. An original and the required number of copies are sent to the funding agency via UPS or other certified carrier.