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| Procedure Number: | CS 501 |
| Procedure Title: | Development of Grant Proposals |
| Relevant Board Policy: | C.1.3 Appropriations and Revenue Sources Relevant |
| SACSCOC Principle: | 13.5 Control of sponsored research/external funds |
| Originating Unit: | Office of Resource Development |
| Maintenance Unit: | Office of Resource Development |
| Contact for Interpretation: | Director of College Grant Development |

- I. Purpose/Definitions: Northeast Lakeview College solicits external funds to supplement activities that contribute to the achievement of its strategic goals. Solicitation is usually done through an application submitted to a private foundation or to a state or federal funding agency. The Office of Resource Development (ORD) is responsible for reporting to administration, relevant departments, and the Executive Committee the availability of grants and for the development of grant proposals. The following steps delineate the process to be followed in the planning, development, and processing of new, renewal, continuation, and supplemental grant applications that are externally funded.

- II. Procedure Statement: Project proposals and grant applications will be reviewed and submitted by ORD. Proposals for external funding may originate with ORD or any employee of the College. Employees wishing to pursue a proposal should meet with the Director of College Grant Development to discuss the proposal so that it may be brought to the Executive Committee for approval prior to beginning the development process. All grant proposals must be aligned with the College's current Strategic Plan and must include linkages to the goals outlined in the Plan. It is preferable that a Project Manager be identified in the proposal. Prior to developing the proposal, faculty or staff must obtain consent to manage the project from their supervisor and Dean. Once the proposal has been finished, it must be submitted to the Executive Committee for review. The President and Executive Committee shall have five (5) business days to review the final draft of the proposal and budget narrative before submission. Exceptions to the five day period may be allowed under extenuating circumstances with prior approval of the Executive Committee or President. The Authorized Organizational Representative (AOR) of Northeast Lakeview College is the President. All grant proposals must be signed by the AOR before submission to the funding agency.
 - A. ORD will develop a grant calendar. Employees may suggest exploring various funding sources, which will be added to the calendar.

 - B. ORD will make the grant calendar and program descriptions available to the President & Executive Team on a regular basis to determine which grants will be pursued, the Project Manager and which Vice President will provide oversight.

- C. The Director of College Grant Development will chair a Grants Advisory Committee. The purpose of this committee will be to solicit input from members of the College community including staff and faculty regarding areas of greatest need where external funding may supplement activities that support the strategic goals of the College. Representation will be solicited from College Services, Student Success, and Academic Success. Recommendations from the Committee will be made to College Council and the Executive Committee.

- D. When developing a proposal, the Director of College Grant Development will solicit participation from stakeholders across the College and may request assistance from a project originator or affected staff or faculty to develop any of the following:
 - 1. Title of Proposal.
 - 2. Description of the proposal as defined by the RFP or RFA.
 - 3. Proposal Budget, including: (a) the total budget amount, (b) any proposed cash matches or in-kind matches by the college, (c) an indirect cost figure, and (d) total costs for equipment and software.
 - 4. Data to support the application.
 - 5. Total personnel, including: a delineation of full-time and part-time positions.
 - 6. Space requirements. A description of where the grant program will be housed.

- E. The Director of College Grant Development must then complete the following steps:
 - 1. The assigned originator, Project Manager, or ORD staff will develop a draft copy of the application with technical assistance from the Institutional Research, Resource Development, and relevant departments. The draft must follow the outline as specified by the funding agency and will most likely contain:
 - 2. A narrative which describes the program and sets forth the plan of action for the requested grant.
 - 3. Staffing requirements showing the positions necessary for the implementation of the grant, and percentage of time devoted to the project for each position. Resumes of individuals requested for specific positions should be included.
 - 4. A tentative budget which includes approximate salaries for each position, equipment costs, and travel costs.

- F. The draft copy will be reviewed by the Office of Resource Development, the Vice- President of College Services, and the Executive Committee. The President may also review the draft and provide input. Other parties impacted by the grant proposal may also be included for additional input.

- G. ORD will submit the application to the President and Executive Committee for final review and signature and then submit the application to the funding agency.
- H. ORD will distribute copies to the originator and to the appropriate supervising administrators.
- I. ORD will retain a copy of all submitted applications and will forward a copy to the office of the President.
- J. After the application is submitted to the funding agency, the Director of College Grant Development will:
 1. Inform the proposal originator of the status of the application.
 2. Send a copy of the award letter to the proposal originator or administrative supervisor.
 3. Send a copy of the denial notice and reviewer comments to the proposal originator and administrative supervisor should the proposal not be awarded.

Attachment: None

Originator: Patrick Murray

Date Approved: 4/23/19

Last Updated: 5/21/19

Approved: Tangila C. Dove, PhD

Digitally signed by Tangila C. Dove, PhD
 DN: cn=Tangila C. Dove, PhD, o=NLC, ou=NLC,
 email=tcdove@nwc.edu, c=US
 Reason: I am a Vice President of College
 Services
 Access to this document is restricted to NLC staff

Title: Vice President of College Services