Process List for Grant Writers

The Office of Planning, Research, and Institutional Effectiveness will help you with the college and district grant approval processes. Please follow this check list to ensure that your grant will meet all the requirements and will be signed and submitted on time. The PRIE Office will help as needed at any step...just ask us.

1. Begin by working with your dean to determine if the grant is a small area-specific grant or a grant with impacts beyond one area.

2. Notify PRIE of your intent to write a grant before starting to write. This will allow the PRIE office to help as needed as you work through the grant-writing process.

3. Make collegial contacts - contact people who may be affected by the grant. Make sure that everyone who needs to know is informed. The appropriate Vice President should be included in the collegial contacts. You may need to contact individuals at other LRCCD Colleges.

4. Step 4 is different for small local grants and for major college-wide grants:
   - **For Area-specific grant with local effects (departmental tech review)**
     - Conduct a departmental technical review of the grant. Include a review of the benefits of the grant for the College, the impacts of the grant activities on budgets, administrative processes, staffing, student services, curriculum, IT, facilities, etc., and the “fit” of the grant activities to the Department and College Mission and Goals
     - Decide whether to pursue the grant.
   - **For Major grant with college-wide impacts (full tech review + VP review)**
     - Submit a grant summary/abstract and impact checklist to the PRIE Office for a full technical review. Briefly address the following:
       - Need or problem being addressed (including how the need is currently being met)
       - List of grant activities and the SCC areas involved each grant activity
       - Community (academic or business) partners included
       - Relationship to ongoing or past activities
       - Plan for sustaining grant activities after the grant period
       - Demonstrated eligibility for the grant
     - After the tech review by the PRIE Office there will be a review by the College Vice Presidents and/or President. They will make a recommendation about whether to pursue the grant and help identify a broad grant-writing team if one is needed.

5. Begin writing the full grant proposal

6. Submit your proposed grant budget to the District Fiscal Services (Kim Sayles ext 3049) as early as possible and before the final draft is completed. Fiscal Services will check that salaries are consistent with the appropriate pay scale and that benefits are included at the correct percentage

7. Obtain a written consent for any in-kind or reimbursed labor required or implied by the grant. Examples are responsible administrator time, faculty release time, secretarial support, research staff support, Operations/Facilities Maintenance time for installation of furniture, equipment etc., and IT staff support.

8. Submit a final copy of the proposal along with the grant guidelines to PRIE one week prior to the grant deadline. PRIE will prepare the required forms for the district, obtain the President’s signature, and ensure delivery of the grant to the district office.

9. Submit to the granting agency

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Checklist of the grant-writing process at SCC for small grants with local effects
(The PRIE office can be called upon for assistance at any step in the grant proposal development process)

Planning stage:
- □ Develop an overview of proposed grant activities.
- □ Discuss with Department Chair and Division Dean; this discussion will help determine the impact of the grant activities on the department and division and suggest who to contact outside of the area.
- □ Conduct collegial contacts with the people and offices that will be affected by the grant (including the appropriate VP). This is a critical step that is often somewhat neglected. Try to be sure that all departments, and their deans, that may be at all affected by the grant activities are included, even indirectly.

Proposal preparation and submission stage:
- □ Prepare full grant proposal including the narrative, tasks and timeline, budget, etc.
- □ Submit budget to district office for review.
- □ Submit proposal to PRIE Office for analysis, tracking and signatures.
- □ Green sheet processed by District Office.
- □ Submit proposal to granting agency.
Checklist of the grant-writing process at SCC for major grants or those with college-wide implications

(The PRIE office can be called upon for assistance at any step in the grant proposal development process)

Grant:
Checklist completed:

Planning stage:
- □ Develop an overview of proposed grant activities.
- □ Discuss with Department Chair and Division Dean; this discussion will help determine the impact of the grant activities on the department and division and suggest who to contact outside of the area.
- □ Conduct collegial contacts with the people and offices that will be affected by the grant (including the appropriate VP). This is a critical step that is often somewhat neglected. Try to be sure that all departments, and their deans, that may be at all affected by the grant activities are included, even indirectly.

Review stage:
- □ Submit a summary/abstract of the project and a grant impact statement to PRIE for a tech review.
- □ PRIE sends grant summary and tech review notes to the appropriate Vice President or the President for review. You may be asked for additional information. A recommendation is made about whether or not to pursue the grant.
- □ If needed, a grant-writing team identified.

Proposal preparation and submission stage:
- □ Prepare full grant proposal including the narrative, tasks and timeline, budget, etc.
- □ Submit budget to district office for review.
- □ Submit proposal to PRIE Office for analysis, tracking and signatures.
- □ Green sheet processed by District Office.
- □ Submit proposal to granting agency.

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