Grant Application Approval and Submittal Process
Including Post-Award Procedures
State Center Community College District

Phase I: Initial Campus Approval and Notice of Interest to Apply

	Responsibility	**Action**
Step 1	Initiator	Obtain grant information and/or Request for Applications (RFA), and discuss concept with appropriate supervisor, manager or dean.
Step 2	Initiator	Follow campus internal steps for approval from area Dean, Vice President and President/Vice Chancellor's approval to submit electronic Notice of Interest to Apply for External Funding (NOI) form.
Step 3	Initiator	*16 working days prior to deadline:* Complete online NOI form **(revised)** found on the grants office page of the SCCCD Intranet site. (http://intranet.scccd.net/GrantsOffice/)
Step 4	Initiator	*16 working days prior to deadline:* Complete online 'Initial Grant Proposal Outline' **(new)** which is automatically routed to the following based on campus indicated on the form: *Campus* - I.S. Manager, Administrative Services, and Institutional Researcher. *District* – Human Resources/Personnel Commission, Facilities/Operations, Accountant/Auditor, I.S. Manager, and Grants & External Funding department.
Step 5	President	Via e-mail, each President/Vice Chancellor receives the NOI forms for their campus with an approve/decline option. A. *Approve the NOI:* Webmaster will receive an automated notice to send the NOI as a districtwide mail-all. B. *Decline to approve the NOI:* Initiator will receive an automated notice to contact the President for further instructions.
Step 6	District Webmaster	Send all approved NOI forms as districtwide mail-alls within one week of receiving approval notice.

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Phase II: Grant Preparation and Submittal*

	Responsibility	Action
Step 1	Supervisor, Manager, Dean, or Vice President	Identify grant manager or project director, and identify campus grant writer to work with the Director, Grants and External Funding to prepare the grant application. ***NOTE: The content and accuracy of the information contained in the grant proposal are the sole responsibility of the area administrator and assigned staff/faculty member.***
Step 2	Campus grant writer	***15 days prior to deadline:*** Consult with Director of Grants and External Funding for assistance. Grants office to provide application timeline (*applicant, Administrative Services, I.R.*), templates (*applicant, Administrative Services, I.R.*) and RFA (*Administrative Services, DO accountant/Auditor*) to noted personnel in a timely manner.
Step 3	Campus grant writer	***10 days prior to deadline:*** Submit draft narrative/budget to appropriate supervisor, manager or dean for review and input.
Step 4	Campus grant writer	***10 days prior to deadline:*** Submit budget, including all required documentation materials, to campus Administrative Services for review and approval.
Step 5	Campus grant writer	***7 days prior to deadline:*** Submit draft application narrative to the Director of Grants and External Funding for review and input.
Step 6	Administrative Services	***5 days prior to deadline:*** Submit approved budget to District Office Accountant/Auditor for review and approval, along with required documentation materials.
Step 7	D.O. Accountant/Auditor	Forward approved budget to the Director, Grants and External Funding.
Step 8	Campus grant writer	***3 days prior to deadline:*** Work with Director, Grants and External Funding to compile **draft** document. Submit to VP, Administrative Services, Area VP and President for final approval (signed SCCCD Routing Slip). ***NOTE: Grant proposals will NOT be signed/submitted by the District Office unless signed approvals are provided by the campus.***
Step 9	Director/Grants and External Funding	***3 days prior to deadline:*** Submit **draft** document to VC, Finance & Administration for review.
Step 10	Campus grant writer	***2 days prior to deadline:*** Forward the signed SCCCD Routing Slip to the Director, Grants and External Funding.
Step 11	Director/Grants and External Funding	When SCCCD Routing Slip with campus approvals is received, attach it to the draft narrative and approved budget and forward to D.O. Accountant/Auditor.

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Step 12	D.O. Accountant/Auditor	Review the application package/budget forms and forward with routing slip to Vice Chancellor, Finance & Administration office for signature.
~~Step 13~~	~~Secretary to the Vice Chancellor, Finance and Administration~~	~~Obtain final sign-off by Vice Chancellor, Finance and Administration or other authorized designee.~~
Step 14	Director/Grants and External Funding	Work with campus grant writer to prepare/submit application. Create/distribute copies of submitted grant for Administrative Services and the project director. *See last page of this section for information on electronic submittals via www.grants.gov

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Phase III: Post-Grant Award and Project Implementation

	Responsibility	Action
Step 1	Project director/campus grant writer	Send copies of notification of award or denial of the grant to: Campus Administration and Finance Department, area Dean or responsible administrator, and District Director of Grants and External Funding. The executed grant agreement will be sent to the District Office of Finance and Administration.
Step 2	District Office of Finance and Administration	Provide copies of executed grant agreement documents to the college VP of Administrative Services and the District Office of Grants and External Funding.
Step 3	District Accounting Manager	Prepare an agenda item accepting the grant for approval by the SCCCD Board of Trustees. As needed, provide a copy of resolution or minutes to the campus responsible administrator.
Step 4	Area Dean or VP	Appoint a project director to assume responsibility for day-to-day operations, monitoring and oversight of the grant. This may or may not be the grant writer.
Step 5	Project Director	Work with campus Finance and Administration Office to develop a detailed project budget and submit to the District Accountant/Auditor to assign categorical funding account numbers.
Step 6	Project Director	Consult with District Personnel Office and complete MAGIC forms for the funded positions in the grant.
Step 7	Project Director, Area Dean or responsible administrator	Hire or assign other grant funded personnel, set up program recordkeeping and reporting system. The District Office of Grants and External Funding will provide the *Grant Policy and Procedure Manual* as a guide for project management and recordkeeping. **NOTE: Project Directors at the campuses are responsible for knowing and complying with reporting requirements and deadlines. Fiscal reports must be reviewed by the administrative services and the District Accountant/Auditor prior to submission.**

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*Electronic Submittals via www.grants.gov

	Responsibility	Action
Step 1	Director/Grants and External Funding	Download RFA and application packet information from www.grants.gov.
Step 2	ALL	Follow grant preparation and approval processes as described in **Phase II** above.
Step 3	Director/Grants and External Funding,	Upload narratives and required forms into the grants.gov system. Grant initiator should be available to confirm any revisions prior to upload. *NOTE: The content and accuracy of the information contained in the grant proposal are the sole responsibility of the area administrator and assigned staff/faculty member.*
Step 4	Director/Grants and External Funding,	Inputs approved budget into grants.gov budget forms.
Step 6	Administrator named on grants.gov face sheet (424 form)	Receives three levels of confirmation e-mail: 1) Grants.gov has received application 2) Application packet is complete 3) Packet has been forwarded to funding agency *If any of these e-mails are not received, or indicate that there is an issue with the application, the Director of Grants & External Funding should be notified immediately.*
Step 7	Director/Grants and External Funding	Creates/distributes copies of final grant for Administrative Services and the Project Director.

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