PALO ALTO COLLEGE
COLLEGE PROCEDURE

Procedure Number: A 4.0
Procedure Title: Development of Grant Proposals
Relevant Board Policy: C.1.3.5 Donations and Grants from Public Sources
Relevant SACSCOC Policy: SACSCOC 13.5 Control of sponsored research/external funds
Originating Unit   Resource Development
Maintenance Unit: Vice President of College Services

I. Purpose: Palo Alto College solicits external funds for development, maintenance, and initiation of special programs. Solicitation is usually done through an application submitted to the funding agency. As applicable, Resource Development is responsible for reporting to administration, relevant departments, and College Leadership Team the availability of grants. 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: Proposals for external funding may originate with Resource Development or any employee of the College, but in all cases, grant applications, including sub awardee agreements, will be reviewed and submitted by Resource Development to an external funding agency. Resource Development is responsible for identifying potential grant sources in collaboration with departments.

A. Resource Development will develop a grant prospect list. Employees may suggest exploring various funding sources, which will be added to the prospect list. To assist in the strategic review of grant opportunities, employees can submit a grant interest email to pac-grants@alamo.edu to notate general areas of interest for future grant funding or to identify a specific funding opportunity available for application immediately or in the near future.

B. Resource Development will make the grant prospect list available to the President & College Leadership Team on a regular basis to determine which grants will be pursued, the person responsible for coordinating the grant's development, and which Vice President will provide oversight. The scope of administration supervision will be determined based on the grant and project needs.

C. The grant writer may request assistance from a project originator or affected staff or faculty in writing any of the following:
- A copy of the Request for Proposal (RFP) or RFA (Request for Applications).
- Title of Proposal.
- Description of the proposal as defined by the RFP or RFA.
- 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.

- Data to support the application.
- Total Personnel, including: a delineation of full-time and part-time positions.
- Space Requirements. Specify where the grant program will be housed.
- Deadline. The mailing or e-submission deadline of the proposal, usually found in the application packet or instructions.

D. The grant writer must then complete the following steps:
   1. The assigned originator will develop a draft copy of the application with technical assistance from Institutional Research, Resource Development, and relevant departments. The draft must follow the outline as specified by the funding agency and will most likely contain:
      - A narrative which describes the program and sets forth the plan of action for the requested grant.
      - 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.
      - A tentative budget which includes approximate salaries for each position, equipment costs, and travel costs.

   2. The draft copy will be reviewed by Resource Development, Institutional Research, the Budget Officer (as appropriate) and the appropriate supervising college Vice President(s). The President may also review the draft and provide input. Other parties impacted by the grant proposal may also be included for additional input.

   3. If there are revisions, the revised application will be presented again to the supervising Vice President for his/her review and approval.

E. Resource Development will submit the application to the President for final review and signature and then submit the application to the funding agency.
   1. Resource Development will distribute copies to the originator and to the appropriate supervising administrators.
   2. Resource Development will retain a copy of all submitted applications and will forward a copy to the office of the President.

F. After the application is submitted to the funding agency, Resource Development will accomplish the following:
   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.

Date Created: August 11, 2000

Date Updated/ Approved: July 6, 2020

Approved:
(signed: Katherine Doss)
Interim Vice President of College Services

(signed: Dr. Robert Garza)
President