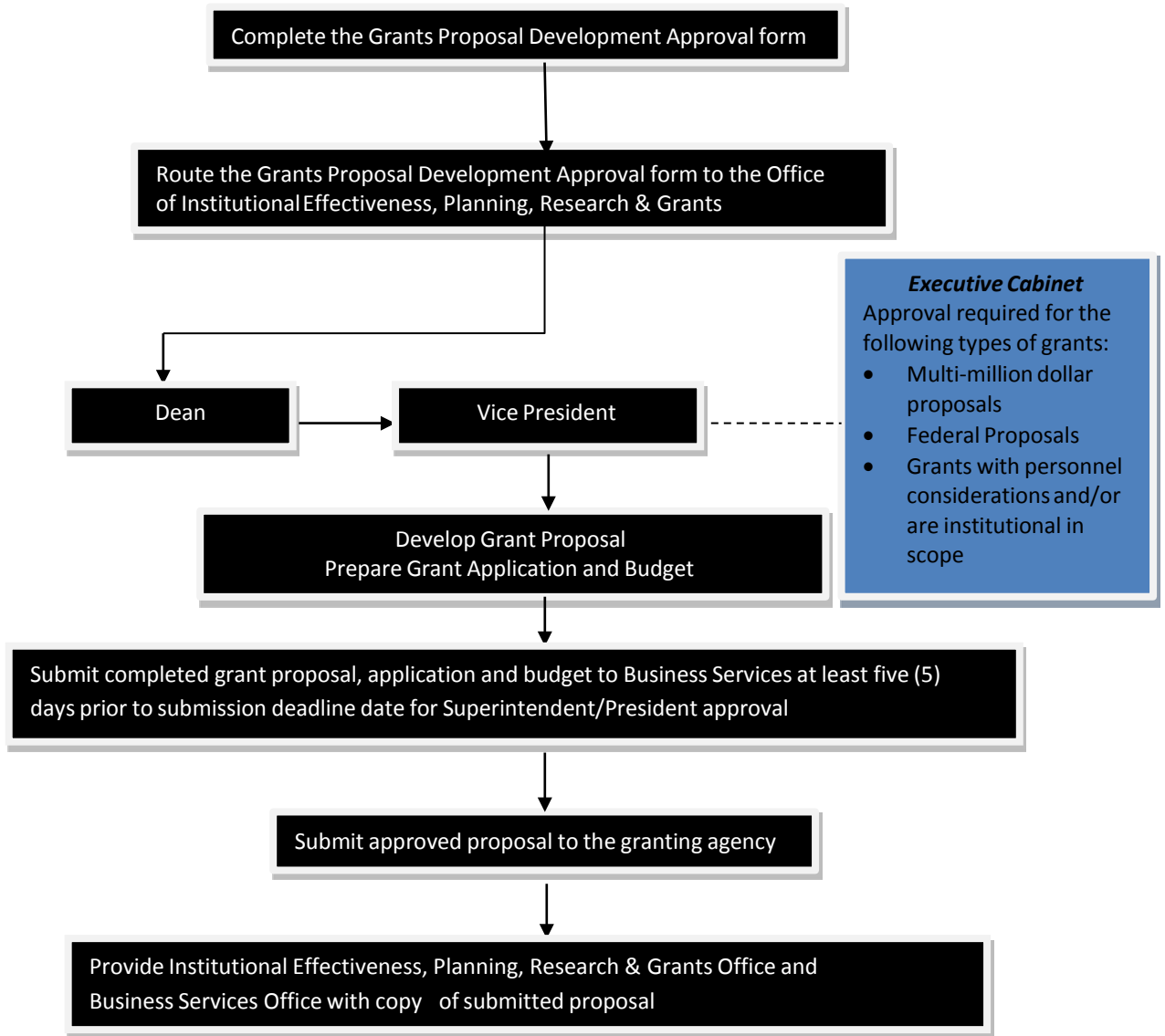# Grant Approval Process

The Dean of Institutional Effectiveness, Planning, Research & Grants and the Supervisor, Institutional Effectiveness, Planning, Research & Grants, are available to assist you with your projects. Please call or email to make an appointment to discuss your project prior to beginning a proposal/application. For better manageability of requests, please complete the MSJC Grant Proposal Development Approval Form.

The following steps will assist you in navigating the grant approval process:

1. If you have not already done so, complete the MSJC Grant Proposal Development Approval Form and submit to the Office of Institutional Effectiveness, Planning, Research & Grants with a copy of the RFP and/or a link to the document.

2. Call the Office of Institutional Effectiveness, Planning, Research & Grants and make an appointment to meet with the Dean of Institutional Effectiveness, Planning, Research & Grants and/or the Supervisor, Institutional Effectiveness, Planning, Research & Grants to discuss the project idea and needs assessment. Note: All grant projects must be reviewed and approved by the Dean of Institutional Effectiveness, Planning, Research & Grants prior to final submission.

3. Once reviewed, the Office of Institutional Effectiveness, Planning, Research & Grants, will log and route the Grant Proposal Development Approval Form to the appropriate dean and/or vice president for review and obtain approval to move forward with proposal development.

4. Upon approval to move forward with the proposal development, the faculty or staff member, with assistance from the Dean of Institutional Effectiveness, Planning, Research & Grants and/or the Supervisor, Institutional Effectiveness, Planning, Research & Grants, writes and prepares the proposal and project budget.

5. The Dean of Institutional Effectiveness, Planning, Research & Grants and/or the Supervisor, Institutional Effectiveness, Planning, Research & Grants submits the completed proposal and project budget to Business Services at least five (5) days prior to the proposal due date.

6. Upon review and approval by Business Services, the proposal will be forwarded to the Superintendent/President for approval.

7. Once approved by the Superintendent/President the proposal is submitted to the funding agency for consideration.

8. Once a grant is awarded, the Project Director will meet with the Dean of Institutional Effectiveness, Planning, Research & Grants and/or the Supervisor, Institutional Effectiveness, Planning, Research & Grants and the Categorical Funding Accounting Specialist to plan for grant implementation and reporting.

Grant Approval Flow Chart

Complete the Grants Proposal Development Approval form

Route the Grants Proposal Development Approval form to the Office of Institutional Effectiveness, Planning, Research & Grants

Dean

Vice President

Executive Cabinet
Approval required for the following types of grants:
- Multi-million dollar proposals
- Federal Proposals
- Grants with personnel considerations and/or are institutional in scope

Develop Grant Proposal
Prepare Grant Application and Budget

Submit completed grant proposal, application and budget to Business Services at least five (5) days prior to submission deadline date for Superintendent/President approval

Submit approved proposal to the granting agency

Provide Institutional Effectiveness, Planning, Research & Grants Office and Business Services Office with copy of submitted proposal

Institutional Effectiveness/Grants

Mt. San Jacinto Community College District
Grant Proposal Development Approval Form

Grant Proposal Development Approval Form Directions: This form should be completed by anyone interested in pursuing external grant funding opportunities. The form serves two functions: (1) it ensures that you have the appropriate departmental and/or division approval for your **new** prospective grant-funded project; and (2) it provides the grants team with critical information in helping you develop the project. Please fill out all applicable sections. Mark inapplicable sections "n/a."

Section 1: Basic Contact Data	
Initiator Name:	
Department:	
Position title:	
Contact Information	Email:
	Phone/ext:
Campus	❑ SJC ❑ TEC ❑ MVC ❑ SGPC
Direct Supervisor	Name:
	Title:

Section 2: Proposal Information	
Project Name:	
Funding Agency Name:	
Potential Award Amount:	$
Grant start and end dates:	**Start** **End**
Source of Funds:	❑Federal ❑State ❑Local ❑Other
Cost match requirement:	❑Yes ❑No Cost Match Requirement Amount/Percentage:
Indirect cost rate available :	❑Yes ❑No Rate:
Grant submission deadline date:	
Partners	
Non-Profit Organization Partner(s):	
College or University Partner(s):	
K-12 Educational Partner(s):	
Industry/Business Partner(s):	
Other (please specify):	

Is the project supported by the District's Mission Statement?	❑Yes ❑No

Please provide a brief overview detailing the NEED for the project:

Has the need been identified in your program review/unit plan/division plan?	❑Yes ❑No

Describe how this project ties in with your program review/unit plan/division plan goals and objectives (attach additional page if necessary)**:**

How does this project integrate with the District's strategic plan goals? (attach additional page if necessary)

What is the projects target population/focus area (please check all that apply)	❑**Assessment and Planning** ❑**Basic Skills** ❑**Career Technical Education** ❑**Community Partnerships** ❑**Curriculum Development** ❑**Facilities/Renovation** ❑**Foundation** ❑**Technology**	❑**Graduation/Transfer** ❑**Instructional Support Services** ❑**Professional Development** ❑**Specialized Student Population** ❑**Student Success** ❑**Student Support Services** ❑**Other**

Section 3: Estimated Project Budget Costs

Total estimated cost of the project $ (attach budget worksheet)

When estimating the cost of the project, include estimated cost of items in the following categories:

❑Institutionalization requirements (will any portion of the project require district commitment of on-going funding)

❑Personnel (salary and benefits)

❑Travel (local, out of state, mileage, airfare, etc.)

❑Professional Development (conferences, workshops, etc.)

❑Supplies/Materials

❑Consultants

❑Equipment

❑Facilities (construction, renovation, etc.)

Section 4: Approval Process

Initiator: After completion of sections 1 – 3, click **save** in the upper right corner of the document. After saving a copy of the completed *Grants Proposal Development Approval form* (GPDA) for your files, click the submit button. Clicking the submit button will cause the completed GPDA form to be forwarded directly to the Office of Institutional Effectiveness, Planning, Research & Grants. Once a properly completed form is received by the Office of Institutional Effectiveness, Planning, Research & Grants, the form will be reviewed, logged and forwarded via email, to the appropriate supervising dean and/or vice president for review and approval. As the initiator, you will be copied on each email in the approval process.

Initiator: Date you completed the Grant Proposal Development Approval Form_____(Required)

Supervising dean and/or vice president: Your approval of the *Grant Proposal Development Approval Form* may be completed electronically by sending an email to either Rebecca Teague or Regina Howard in the Office of Institutional Effectiveness, Planning, Research & Grants to authorize approval to proceed with the proposal, please route the *Grant Proposal Development Approval Form* to the Office of Institutional Effectiveness, Planning, Research & Grants via email with a copy to the form initiator. The email must originate from you and must include the following language in the body of the email message:
I hereby authorize the Office of Institutional Effectiveness, Planning, Research & Grants to proceed with the grant development process. I certify that the proposed project is in accordance with MSJC's Mission, strategic plan, goals and administrative/fiscal policies.

Section 5: Grant Development Assistance/Timeline

If you need assistance completing the Grant Proposal Development Approval Form please contact Rebecca Teague or Regina Howard in the Office of Institutional Effectiveness, Planning, Research & Grants. Once authorization to proceed with the grant development process has been received, an initial meeting with the grant proposal initiator and the supervising dean and/or vice president will be scheduled to discuss the next steps in the grant proposal development process.