

## FAQs

### 1. How do I obtain approval for a project?

All proposed projects should relate to the College's Strategic Plan, one of the Institutional Plans, or one of the Assessment Plans. The person proposing the project is responsible for identifying the relationship to a College plan and must have the approval of his/her supervisor, Dean, or Vice President to ensure that the College's interests are compatible with the interests of the funder. Using the Grant's Office Internal Sign-Off Form, the person proposing the project must identify major equipment, consultant services, or subcontracts specified by brand, vendor, or individual that would be essential to the successful implementation of the project, give a brief summary, and gain approval through the appropriate channels (*see the Grant's Office Internal Sign-Off Form and Cost Share Form for further instructions*).

Since writing effective and competitive grant proposals takes time and attention to detail, research, and thorough planning, **three business days** are required for a signature on the forms from a Department Head/Dean/Director, and **five business days** are additionally required for signatures or action to be taken by the Vice President for Business Affairs, the Vice President for the Functional Area, and the President of the College if necessary (as stated on the Grant's Office Internal Sign-Off Form in section IV).

### 2. How do I apply for a grant to fund my project?

Once the form has passed through the proper chain of command and been approved, the Grants Office will receive the Grant's Office Internal Sign-Off Form in order to prepare a preliminary proposal for the grant. The Grants Office identifies all information required of other departments or areas, and requests this information **at least two weeks** prior to the due date (as stated in 1-6-1020.3 Grants Development and Management Procedure in the Policies and Procedures of Tri-County Technical College).

### 3. What happens after approval is obtained?

The Grants Office is responsible for the coordination of all proposal submissions.

**Projects with Campus-wide Impact:** The Grants Office is responsible for all proposals with campus-wide impact. The Grants Office identifies all information required of other departments/areas and requests this information **at least two weeks** prior to the due date. Highly technical or complex proposals may require a team of faculty/staff members to ensure a competitive proposal.

**Projects Supporting the Needs of Specific Departments or Areas:** Proposals supporting the needs of specific departments or areas are developed under the direction of the Grants Office with active participation of departmental staff or faculty.

### 4. Who submits the grant?

The Grants Office is responsible for submitting all proposals to the funder, unless otherwise agreed upon, and for all follow-up with the funder.

### 5. What typically happens after a grant proposal is submitted?

Once a project is submitted and reviewed by a funder, one of three possible outcomes will result – the project will be conditionally approved, denied, or approved.

**Conditional Approval:** The Grants Office coordinates with the originating office/department and appropriate administrators to review and respond to the conditions set by the funder. The Grants Office and the Project/Program Director are responsible for all negotiations.

**Project Denial:** The Grants Office is responsible for determining the reasons for denial, obtaining proposal evaluators' comments and scores and sharing this information with the originators of the proposal and, in conjunction with the appropriate staff, determining what course of action to pursue: (a) abandoning the project, (b) revising and resubmitting the proposal, (c) seeking alternative funding sources, and/or (d) appealing the decision.

**Project Approval:** Notice of project approval from the funder may be received by telephone or in writing. All formal notifications from the funder are to be sent immediately to the Grants Office for the official project file. No project is to be implemented until a

written, unconditional approval notice is received from the funder and any required contracts have been executed with signed copies delivered to all parties involved in the agreement.

**6. What happens once the proposal is funded?**

Funders may direct telephone calls or written approval notices to the President's Office, Grants Office, or the Project Director. All communications received in other offices/departments should be directed immediately to the attention of the Grants Office.

The Grants Office reviews approval information and determines what additional steps are required, if any, to complete the acceptance transaction. To safeguard the College's interests, the Grants Office will identify limitations or special terms or conditions attached to the award by the funder.

Upon receipt of formal approval, the Grants Office sends a project approval communication to the Project Director, administrative staff, Public Relations Office, and other affected faculty/staff and arranges a meeting with the Project Director, the Grants Accountant, and any other affected offices/departments to review contract terms and provide clarification of program regulations on all new project in order to ensure that the project is implemented properly.

All external announcements concerning grant awards will be distributed by the Public Relations Office after formal written approval is complete.