Procedure 4.011

External Grant Funding Procedure

Projects requiring external funding may be initiated at the direction of the President. Any College faculty or staff person wishing to initiate a proposal for external funding of a project may make a request directly to the President, through the Vice President of Research and Institutional Effectiveness, or through the Grant Writer and Coordinator of Special Projects, stating the need that exists and the resources required to meet the need. Completion of a Proposal Outline for External Funding will assist in determining the relationship of the proposed project to the goals and objectives of the College.

All proposed projects will require consultation with the President, appropriate department chairpersons, deans, College officers, Vice President of Research and Institutional Effectiveness, and the Grant Writer and Coordinator of Special Projects to review and determine:

- Soundness of the idea/concept proposed
- Feasibility of the proposed project with respect to factors such as staff, facilities, legal considerations, or College or State Board policy
- Prospects for funding, either through a federal program, foundation, corporate, or other funding sources
- Specified time period for the project

Once approval for a project has been received from the President, the Grant Writer and Coordinator of Special Projects will proceed with completing a written proposal and grant package, or assist the initiating College faculty or staff in the process, by:

- Developing a list of funding sources including such data as special requirements, matching funds required, and submission deadlines
- Gathering and assembling any additional demographic and/or institutional data required
- Formulating a budget to meet all requirements
- Completing all application forms and attachments
- Securing all approvals, authorizations, and required signatures
- Ensuring the proposal is delivered (electronically or by post) to the proper destination by the submission deadline

References

Legal References: *Enter legal references here*   **SACSCOC References:** *Enter SACSCOC references here*   **Cross References:** Services and Resources Policy

History

Senior Staff Review/Approval Dates: *8/6/13*   **Board of Trustees Review/Approval Dates:** *8/6/13*   **Implementation Dates:** *Enter date(s) here*