Check List for Grant Writers

The Office of Planning, Research, and Institutional Effectiveness will help you with the college and district grant approval processes. Please follow this simple check list to ensure that your grant will meet all the requirements and will be signed and submitted on time.

- Notify the Planning Office (ext 2511) of your intent to write a grant before starting to write. This step will ensure that all people who need to know are informed and that any district-wide competition is minimized.

- Submit your proposed grant budget to the District Fiscal Services (Kim Sayles ext 3049) as early as possible and before the final draft is completed so that any changes to the proposed budget can be reflected in the text you write. Fiscal Services will check the following points:
  - salaries are consistent with the appropriate pay scale
  - benefits are included at the correct percentage

- Obtain a signed statement that the Area Dean has reviewed the proposal. In addition, obtain a written consent for any in-kind or reimbursed labor required or implied by the grant. Examples are responsible administrator time, faculty release time, secretarial support, research staff support, Operations/Facilities Maintenance time for installation of furniture, equipment etc., and IT staff support.

- (Optional) Submit a semi-final draft of the proposal to the Planning Office for review. The Dean will provide you with suggestions for strengthening the competitiveness of the proposal.

- Submit a final copy of the proposal along with the grant guidelines to the Planning Office one week prior to the grant deadline. They will check the grant for these items:
  - Is there a requirement of a cash match obligation
  - Area Dean’s signature
  - Consent for in-kind obligations
  - Correct indirect cost percent
  - Space requirements
  - On-going commitments at the end of the grant
  - Consistency with college vision and goals

- The Planning Office will prepare the required forms for the district, obtain the President’s signature, and ensure delivery of the grant to the district office.