

Note: *The following forms may be submitted to the Office of Sponsored Programs in hard copy or as downloaded attachments by email. Please contact the Office of Sponsored Programs to discuss the email option.*

Step #1 **Concept Approval**

The “Concept” is a new idea for a project or program that needs discussion within the College before commencing to write a proposal/grant. Signatures from the initiator, his/her immediate supervisor and the Dean of the Department or Campus CEO must be submitted on the form provided and presented to the Office of Sponsored Programs before permission to apply to a funding agency is approved. At this time, the initiator will be contacted by the Office of Sponsored Programs to discuss proposal development needs (if any).

Step #2 **Finished Proposal Assignment # for College Database**

A fully written proposal and the form provided for Step #2 will be submitted in a timely manner to the Office of Sponsored Programs for assignment of a college identifier for the grants database. At this time the Office of Sponsored Programs will consider the funder’s guidelines for compliance and obtain the official college signatures necessary to meet the College’s guidelines for approval. The proposal will then be returned to the initiator or submitted on-line or by mail by the Office of Sponsored Programs. Grants using Grants.gov or FastLane may **only** be submitted by the Office of Sponsored Programs.

Step #3 **Grant Award Notification Summary Form Submission**

Upon receipt of a letter or more formal grant award notification, the initiator will use the form provided for Step #3. This information is to be shared with the Office of Sponsored Programs, the Budget & Finance Office and the Risk Management Coordinator. A copy of the approved budget for the proposal with its narrative version will also be submitted at this time.

Step #4 **Grant Completion or Termination**

Following the steps recommended in the Grant Policy and Procedure Manual (dated Feb. 13, 2006 or any updated format thereafter), the person(s) identified as the overseer of the grant will notify the Office of Sponsored Programs of completion or termination of said grant.