Instructions to Request for Authorization to Apply for a Grant

When seeking to apply for a grant, please complete the following process:

1. Until it is housed on either the college's intranet or website, contact the Vice President of Area Impacted by Project for the most recent version of the "Request for Authorization to Apply for a Grant" form.

2. Email the following individuals with a notification that you are investigating the possibilities of applying for a grant. Please include the name of the grant, a brief summary, and the deadlines.

   ☐ Academic Senate President ☐ Curriculum Committee Chair

   ☐ Department Chair(s) of Department Impacted by Project

   ☐ EMPC Co-Chairs ☐ RSCCD Research & Grants office

   ☐ Project Administrator ☐ Vice President of Area Impacted by Project

3. Complete the "Request for Authorization to Apply for a Grant" form.

4. Email the completed "Request for Authorization to Apply for a Grant" form to the following individuals:

   ☐ Academic Senate President ☐ Curriculum Committee Chair

   ☐ Department Chair(s) of Department Impacted by Project

   ☐ EMPC Co-Chairs ☐ RSCCD Resource Development office

   ☐ Project Administrator ☐ Vice President of Area Impacted by Project

5. In the order in which the titles appear, obtain signatures for areas 9, 10, & 11 of the "Request for Authorization to Apply for a Grant" form.

6. Ask the Vice President of Area Impacted by Project to have the grant added to the agenda for College Council (College Council meets on the 2nd and 4th Tuesdays of the month). Best practice requires that you allow for two readings.

7. You may be asked to present this request to the Academic Senate of Santiago Canyon College.

8. At any point during the process, if you decide against pursuing the grant, please notify the following individuals by email:

   ☐ Academic Senate President ☐ Curriculum Committee Chair

   ☐ Department Chair(s) of Department Impacted by Project

   ☐ EMPC Co-Chairs ☐ RSCCD Research & Grants office

   ☐ Project Administrator ☐ Vice President of Area Impacted by Project

Request for Authorization to Apply for a Grant
College Council
Santiago Canyon College

1. **GENERAL INFORMATION:**

   Project Title: _____

   Project Initiator: _____

   Project Administrator: _____

   Project Coordinator: _____

   Grantor Agency: _____

   Grantor Agency Deadline for Proposal: _____

   Funding Period: _____

2. **PROJECT DESCRIPTION/PLAN:**

   Estimated grant amount: _____
   Match required: Yes ☐   No ☐
   Estimated match amount: _____
   In-kind/Cash match requirement: Yes ☐   No ☐
   Where will funds for match originate? _____
   Comments about match: _____

3. **WHAT ARE THE PROJECTED FACILITIES REQUIREMENTS, IF ANY, AND HOW WILL THEY BE MET?**

4. **ANTICIPATED PROJECT PERSONNEL:**

Position Needed	FTE	Hourly	Existing/New	Funded Match In-Kind	Stipend or Release Time

Is the Project Coordinator involved in any other grants (i.e. manager/coordinator or participant). If so, what amount of release time does she/he receive for the other grant participation?

5. **CURRICULUM (PROGRAM/COURSE)IMPACT:**

6. **IMPLICATIONS FOR THE COLLEGE/DISTRICT:**
   - How does this project relate to the goals and objectives of the college?
   - How does this project relate to the goals and objectives of the program to which the grant relates?
   - Where is the need for this project identified in the related program's EMP/DPP/Program Review?
   - Will this project impact other departments/units? Yes ☐ No ☐
   - If yes, identify which department/unit and explain how you plan to include them in the planning process.
   - Please list each department, the chair(s) to whom you spoke and whether or not the faculty in the department are willing to participate in the proposed project.
     - o Department _____ Chair(s)_____ Willing to Participate Yes ☐ No ☐
     - o Department _____ Chair(s)_____ Willing to Participate Yes ☐ No ☐
     - o Department _____ Chair(s)_____ Willing to Participate Yes ☐ No ☐
     - o Department _____ Chair(s)_____ Willing to Participate Yes ☐ No ☐
   - How will project facilities requirements, if any, be met?
7. **LONG TERM IMPLICATIONS FOR THE COLLEGE/DISTRICT:**
   - When funding ends, will this project be institutionalized? Yes ☐ No ☐
   - If so, what is the estimated cost to fund this project?
   - If not, what will happen to this project and the personnel involved with it?

8. **HAVE THE FOLLOWING BEEN ADVISED OF THIS PROPOSAL?**

   ☐ Academic Senate President   ☐ Curriculum Committee Chair   ☐ Department Chair(s) of
                                                                          Department Impacted
   ☐ EMPC Chair   ☐ RSCCD Research & Grants office   by Project

9. **Operational Signatures:** *(Obtain signatures in the order below)*

   _____
   Project Initiator: Date

   _____
   Project Administrator: Date

   _____
   Vice President: Date

10. **Recommendations:**

    College Council Recommendation: Yes ☐ No ☐   Date: _____

    Academic Senate President Recommendation: Yes ☐   No ☐

    _____
    Academic Senate President: Date

11. **Final Approval:**

    _____
    College President: Date

Planning and Institutional Effectiveness (PIE) Committee Responsibilities

Committee Process with Request Forms for each committee—so that committees can do rather than talk and feel more a part of the process and have more value.
Technology Request Form
Facilities Request Form
Enrollment Management Request Form
Human Resources Request Form
Program Review Requests for EMPC Form (To inform requests from other committees so that we can see if requests are in Program Review)

Each committee will review and discuss requests—look for request trends, repeats, and create a summary of requests to be forwarded to the PIE committee.

Responsibilities:

- Review and utilize Institutional Goals as a basis for recommendation making
- Create and utilize a rubric for prioritizing funding requests
- Create and utilize a rubric for contraction
- Make resource allocation recommendations to the College Council
- Review all requests to Apply for a Grant and discuss short and long term implications of possible grants
- Request a report of financial viability (short and long term) of grants from the Budget Committee
- Provide College Council grant application recommendations
- Review requests from Technology, Facilities, Enrollment Management, Human Resources, and EMP Committees
- Prioritize requests
- Forward a prioritized list of college-wide requests to the Budget Committee who will review the college-wide prioritization list and determine how to accommodate requests
- Review returned Budget Committee assessment
- Provide budget recommendations to College Council

Approved by College Council 23 April 2013