



<b>GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT OPERATING PROCEDURE</b>	<b>DATE: 11/15/95 REVISED: 12/16/03</b>
<b>PROPOSALS FOR GRANTS, CONTRACTS, AND OTHER SPECIAL FUNDING</b>	
<b>CO3</b>	

<u>STEP</u>	<u>TASK PERFORMED BY</u>	<u>DESCRIPTION</u>
1	Initiator	<p><b>Draft and submit Proposal</b></p> <p>The concept for a grant proposal to meet an identified need is outlined and reviewed for programmatic merit at each campus through a pre-proposal process. After campus approval of the pre-proposal, initiator can move to the proposal stage.</p> <p>Submit completed proposal to appropriate Dean, Director, or Vice President for program review and approval.</p> <p>Include the Request for Contract (Form CO1.F1) with applicable sections completed as a package cover letter. See District Operating Procedure CO1, <i>Request for Contract</i>.</p> <p>Personnel requirements, space needs, and match implications for the proposal need to be outlined in detail for consideration. The budget needs to be submitted in both the format required by the funding source as well as the District format by object code. Indirect expense calculation needs to be specified.</p> <p>Work to be performed under any grant should be described by job title and a brief description of the task to be performed. Work may not be assigned or specified to any particular employee. If resumes are required, staff resumes may be provided as examples of the quality of personnel available with the District.</p> <p>College procedures and/or presidential appointment shall determine name(s) of employee (s) to perform any work under a grant.</p> <p>Pay rates or compensation should be consistent with District salary schedules and rates associated with similar work.</p> <p>When assigned to an existing administrative position, the responsibility for direction or administration of the grant projects shall be considered a part of the administrative responsibilities of the position.</p>

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2 Dean/Director/Executive Dean/  
Vice President

**Review for Programmatic Merit**

Obtain approval from the appropriate site oversight committee.

If the proposal meets approval at campus oversight committee, forward to the site Business Officer for fiscal review.

3 Site Business Office

**Perform Fiscal Review**

Review proposal in consultation with appropriate administration and faculty for programmatic and fiscal considerations.

Review to see if the grant criteria and funding source requirements are included within the proposal. Review of budget for content and determine if it is in the required budget format. Review two digit object number for correct object usage and reasonableness of proposed expenditures.

Review the following funding issues:

- Employee Benefits
- Matching Requirements and detail information concerning match. If matching funds include personnel, include position and percent of salary and benefits matched. List keycodes and amounts of budget match. Specify in-kind and cash match.
- Indirect Costs
- Other possible implications for unrestricted general fund budget or other budgets.
- Appropriate pay rates for work described
- Temporary or permanent classification of work assignments.

If benefits are not to be included in the grant proposal, provide explanation and identify other site funds to cover the costs. Proposals should use the benefit rates determined by the Districtwide Strategic Planning & Budget Council.

Ensure funding for indirect costs is at least 8% or the maximum amount allowable.

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If matching funds are not available at the site and/or indirect costs are not included in the proposal, refer to the President to discuss at Chancellor's Cabinet.

Submit at least two copies to the College approving authority as follows:

- Grossmont: President with complete file copy for Dean-Administrative Services files
- Cuyamaca: President with complete file copy for Dean-Administrative Services files

4 College Approving Authority

**Review and Forward to District**

Forward approved proposal packages to the District Office for District level fiscal review.

5 District Business

**Perform Fiscal/Budget and Legal Review**

Review proposal for content, budget impact, and District liability. Submit fully reviewed proposals to the Vice Chancellor-Business Services (VC-B) for consideration and approval.

In the event of the VC-B's absence, proposals may be approved by the Vice Chancellor-Human Resources and Administrative Services, or the Chancellor.

6 Vice Chancellor-Business Services

**Approve Proposal Package**

Give final approval to the proposal and sign.

7 Vice Chancellor-Business Services

**Route Approved Proposal Package**

Return proposal and a copy of the Request for Contract form to the initiator. Retain original Request for Contract and a copy of the proposal at the District Business Office.

8 Initiator

**Submit Proposal to Funding Agency**

Notify both the College and District Business Officers once the proposal has been awarded or denied.

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If award of grant is different than proposal, the award and changes will need to be reviewed and approved by college approving authority before acceptance of the award takes place. If revisions are significant, a revised RFC may be required.

When a proposal is funded, forward a copy of the notification and a Budget Change Request to the College Business Officer so that the budget can be established.

For on-going categoricals, ensure funding estimates are included in the budget process. A Board Docket item is not required when actual funding notification is received if there is no change from the estimated funding amount. This is done so that programs can be continued from one year to the next without a break in services.