

09:03:01:00 Grant Proposal Submissions

Purpose:

The purpose of this policy is to outline a process designed to promote the success of the grant seeking process at Dyersburg State Community College (DSCC).

Scope:

This policy applies to all DSCC faculty and staff.

Policy:

The process to promote the success of the grant seeking process at DSCC is designed to allow at least six weeks lead time for the production of a grant proposal. Additional time for preparation is desirable. However, it is recognized that funding agencies do not always provide ample time for preparation.

The following schedule should generally provide the grant writer with sufficient support to prepare a competitive proposal for most programs.

Six weeks before the due date: The grant writer should meet with the Vice President for the College and/or the Vice President for Institutional Advancement to discuss preparation of a competitive proposal. If the idea for the proposal seems promising, a single page summary of the proposal including matching requirements should be prepared for review. The summary should be distributed to the President's Staff and other staff affected by the proposal.

Five weeks before the due date: The President's staff should have approved the concept and matching requirements by the end of this week. A meeting will be scheduled to clarify any questions the summary may have raised. Various campus personnel may be assigned to assist the writer with budget development, project evaluation, data collection, identifying matching funds, gathering letters of support or meeting any other requirement of the grant.

Four weeks before the due date: The grant writer will prepare the first draft of the proposal. This document will likely be brief in length. The Vice President for Institutional Advancement will review the draft against the program guidelines and provide suggestions for further development.

Three weeks before the due date: The grant writer should have received all support service information needed to complete the grant.

Two weeks before the due date: The grant proposal should be substantially complete. The grant writer will circulate the draft to the President and other appropriate individuals for review. Individuals providing support information may need to gather additional information at this time. In some instances, the document may be sent to a peer reviewer at another campus for review.

One week before the due date: Final revisions should be made. The Grant Proposal Summary (attached) should be completed and routed to the applicable departments for approvals. If necessary, make provisions to prepare the proposal for electronic submission. The Office of Institutional Advancement can assist with electronic submissions. The President's approval must be obtained before submission. Paper proposals must be signed by the President. Electronic submissions must have the President's verbal authorization before submitting.

Due date: The proposal should be transmitted on or before the due date. Electronic submissions not confirmed by electronic mail from the receiving agency should be confirmed by telephone with the agency. Postal submissions should generally be sent by certified mail. The Office of Institutional Advancement will provide any needed assistance.

Compliance:

All DSCC faculty and staff are asked to adhere to this policy.

Definitions:

Revision History:

Policy written November, 2007. Policy revised February, 2013. Policy approved by Administrative Council on 02/22/13.

Attachments:

09 03 01 01 Guideline for Grant Proposal Submissions.pdf

09 03 01 02 Grant Proposal Summary.pdf