

Grant Proposal and Approval Process

<https://www.glendale.edu/about-gcc/gcc-overview/institutional-effectiveness/grants/grant-approval-process>

Grant proposals require GCC approval before being submitted to funding agencies.

The first step in the approval process is the completion of a [Grant Summary Sheet](#) (MS Word document), which collects information about the proposed project.

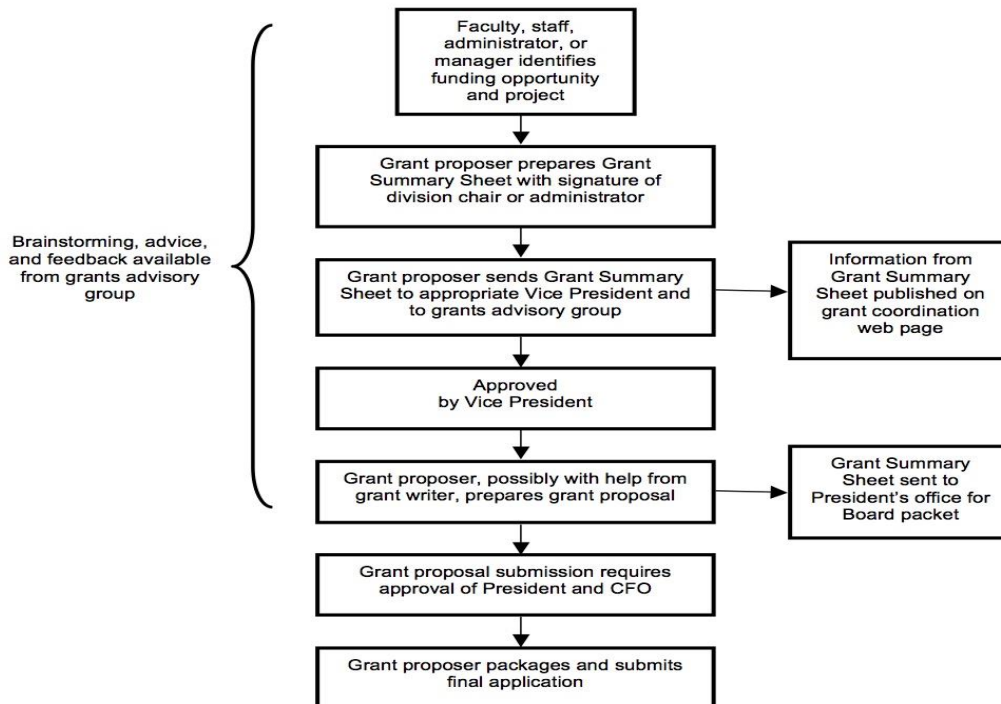
Approval

Submit the [Grant Summary Sheet](#) to the appropriate Vice President for his or her approval, and to the Dean of Research, Planning, and Grants for purposes of grant tracking and coordination.

Submission

Submission to the funding agency requires approval from the Superintendent/President and the Vice President of Administrative Services. The project proposer submits the final proposal, with assistance from others as necessary. The Grant Summary Sheet for the project is also sent to the Superintendent/President's office for inclusion in the Board of Trustees packet for the next Board meeting.

Grants Process Flowchart Draft – January 3, 2011



Process for Grant Staffing

It is necessary to establish a process that emphasizes advance planning but is flexible enough to adapt to the evolving needs of grant objectives as implementation progresses. The following process is recommended to address these needs:

1. Grant summaries will identify grant directors as well as any support staff, including the job category for support staff (managers, classified staff, etc.). If staff must be hired for these positions in addition to staff currently employed by the college, this must be expressly stated in the grant summary submitted for approval by the Grants Advisory Group and the Vice President responsible for supervising the grant. Approval of the Vice President and any other college leaders who are signatories on the grant application, will be considered approval to hire positions should the grant be awarded. It is the responsibility of these individuals to ensure that approved positions do not represent a violation of college policy or state and federal regulation.
 - a. Should the need arise for grant directors to be replaced after the grant is awarded, this will be accomplished through the process identified for hiring managers.
 - b. All other support positions will be identified by title, and included as a line-item in the proposed budget for the grant. Before the grant is submitted, the following will occur to ensure compliance with established process:
 - i. Hiring at the manager level will require the approval of the President's Cabinet.
 1. Contracts for managers will be limited to the duration of the grant or categorical funding source, and this limitation will be clearly identified in the job announcement and the contract for the position.
 - ii. Hiring at the classified level will require the approval of Administrative Executive and will be discussed at a special meeting of the CHAC committee, which will produce a recommendation for Administrative Executive.
2. Job descriptions for grant support positions will be submitted to Human Resources for approval immediately following the awarding of the grant by the granting agency.
3. Hiring of grant support staff will be conducted through an open process, which will occur immediately following the approval of the job description by Human Resources.
 - a. Should additional positions be deemed necessary after the start of the grant, justifications for these positions will be submitted to the groups identified above and approved by the appropriate vice president. Requests will include an approved job description.
4. Staffing for requiring temporary faculty support that are identified in the course of executing identified grant objectives will be the responsibility of the grant director with the approval of the vice president responsible for the grant oversight. The grant director will be responsible for selecting appropriate faculty to implement the project and for submitting a proposal for the implementation of the project by these faculty members to the vice president responsible for the grant for approval. Upon the approval of the vice president, the individual will be board reported and may begin work on the project.

Agreements with Outside Vendors

All agreements and contracts with outside vendors require the approval of the vice president responsible for the grant. Additionally, vendor agreements and contracts require the signature of an official college signatory. Signatories are: the Superintendent/President, the Executive Vice President, or the Director of Business Services.