Three Rivers Community College

Grant Proposal Guide

I.   Pre-Proposal Plan and Campus Impact Statement Forms

As soon as a grant requestor has identified a funding source and are considering writing a proposal. Please contact the **Divisional Dean** to discuss the feasibility of the grant proposal. This is to ensure that the grant requestor does not spend time writing a proposal that later does not get through the approval process.

To facilitate the discussion, please complete the *Grant Pre-Proposal Plan* and *Campus Impact Statement* forms.   Both forms should be forwarded to the Office of Institutional Advancement.

II.   Cabinet Review

The Office of Institutional Advancement will forward the completed forms to the President's Cabinet for conceptual approval. Approval of grant concepts will be based on whether or not they are in alignment with the College's mission, and the goals and objectives of the College's Strategic Plan.

Upon a decision by the President's Cabinet, two outcomes are possible:

- If approval is denied, the Office of Institutional Advancement reports back to the grant requestor with further instructions or comments.

   OR

- If approved, the grant requestor, now the Projector Coordinator, will begin prepare the grant application.

III.   Preparing the Grant Proposal

1. **Obtain a copy of the application** from the funding agency.
2. **Write a draft** of the scientific/technical/text part of the proposal. The project coordinator is encourage to contact the funding agency if there are questions.
3. **Prepare the budget**.
    a. Please contact Diane Jewett at x59254 regarding any questions about budgeting.
    b. Please contact Louise Summa at x59298 in calculating salaries, fringe benefits, indirect costs and/or any other personnel related questions.

4. **Obtain institutional data if applicable.** If the proposal requires institutional data (e.g. student enrollment, retention, graduation data), please contact the Office of Institutional Research at x59305 to discuss the data needs. An online request form is available at http://www.trcc.commnet.edu/President/Inst_Research/datarequest_trcc.htm.

5. **Obtain IRB approval if applicable**. If the proposed project will involve the use of human subjects, please follow *Three Rivers Institutional Research Review Policy* to obtain approval for conducting the research. The guideline can be found at http://www.trcc.commnet.edu/President/Inst_Research/InsRevPolicy.shtml

IV. Final Grant Approval Form

When the grant proposal is completed, please complete the *Final Grant Approval Form* and send to the President along with the completed grant application. It acts as an executive summary of your grant proposal.

Upon approval by the President, the final completed and signed proposal will be returned to the Projector Coordinator for submission to the funding agency. A copy of the grant proposal will also be forwarded to the Office of Institutional Advancement for record keeping.

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Grant Pre-Proposal Plan

1. Proposer's Name _____   2. Date _____

3. Dept._____

4. Approved by (Divisional Dean) : _____

    a.   Name of funding agency and deadline for submission;

    b.   Approximate dollar amount of proposal;

    c.   What – An overview of your idea/project/proposal;

    d.   Why – What is the need for the project?

    e.   Who – Who will be involved, partners, collaborators?

    f.   How – What resources will it take? Preliminary Budget? Sustainability?

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Campus Impact Statement

Complete this Campus Impact Statement for your Dean's approval and submit the form and the Grant Pre-Proposal Plan to the Office of Institutional Advancement. The Office of Institutional Advancement will forward the forms to the President's Cabinet for conceptual approval and report back to the grant requestor with further instructions or comments.

1. Grant Renewal: ☐ (Includes one year renewables) year _____ of _____

2. OR New Grant: ☐

3. Grant Application Deadline: _____

4. Project Title: _____

5. Proposed start date for grant-funded work or project: _____

6. Description/Purpose: _____

_____

_____

_____

_____

_____

7. Project Coordinator: _____

8. Operating Budget Impact:_____

9. Funding Source (proposed or actual):_____

10. Submitted by:_____

11. Campus address: _____

12. Telephone: _____

13. Email:_____

14. Requested Amount/Grant Award: $_____

15. Additional College Resources Needed:

  a. What space on campus will be used?
  _____

  b. Are facility renovations needed? (if yes, please describe)
  _____

  c. Is institutional support needed? (if yes, please describe)

  _____

  d. Will this grant impact teaching loads, preparations or other assigned responsibilities for you or other faculty members? (if yes, please describe)
  _____

  e. Will the college incur any operating budget expenses (personnel, equipment, contractual) after the grant ends? _____

  f. Will any media or library resources be required? _____

g. Does this grant need computer or software support? _____

h. Will any other organization participate in this project? Please name:

_____

_____

16. Match Amount (If Required):_____

17. Source for Match: _____

18. Grant Start Date: _____   End Date: _____

19. Approval: _____ Date: _____

Divisional Dean

20.   _____ Date: _____

President's Cabinet

Additional Notes about Grant Pre-Proposal Plan and Campus Impact Statement

<u>(For use by President's Cabinet only)</u>

1. ☐ Student Services: _____Date: _____
                              Dean of Student Services
       Remarks:

2. ☐ Administrative Division: _____Date:_____
                              Dean of Administrative Division
       Remarks:

3. ☐ Human Resource/Payroll: _____ Date: _____
                              Director of Human Resource
       Remarks:

3. ☐ Academic Division: _____ Date: _____
                              Dean of Academic Division
       Remarks:

4. ☐ Workforce Ed. Division: _____ Date: _____
                           Associate Dean of Workforce Ed. Division
       Remarks:

5. ☐ IT Division: _____Date: _____
                              Dean of IT Division
       Remarks:

6. ☐ Institutional Advancement: _____ Date: _____
                           Director of Institutional Advancement
       Remarks:

7. ☐ Institutional Research: _____ Date: _____
                            Director of Institutional Research
       Remarks:

8. ☐ Governance: _____Date: _____
                            Governance Representative
       Remarks:

8. ☐ President: _____ Date: _____
                            President
       Remarks:

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Final Grant Approval

Complete and submit the Final Grant Approval form with the completed grant proposal to the President. It acts as an executive summary of your grant proposal.

Upon approval by the President, the final completed and signed proposal will be returned to the Projector Coordinator for submission to the funding agency. A copy of the grant proposal will also be forwarded to the Office of Institutional Advancement for record keeping.

1. Grant Renewal: ☐ (Includes one year renewables) year _____ of _____

2. New Grant: ☐

3. Grant Deadline: _____

4. Title: _____

5. Description/Purpose: _____

_____

6. Project Coordinator: _____

7. Operating Budget Impact:_____

8. Grantor/Government Agency: _____

9. Contact Name:_____

10. Address: _____

11. Telephone: _____

12. Email:_____

13. Grant Request Amount: _____

14. Match Amount (If Required):_____

15. Source for Match: _____

16. Grant Start Date: _____   End Date: _____

17. ☐ Presidents Approval: _____ Date: _____

Additional Remarks: (please use reverse side or additional sheet if needed)