

Grant Proposal and Management Policy

- 1. The Advancement Office is responsible for preparing foundation, corporation, and government grant proposals and reports as part of the broader institutional fundraising strategy. When appropriate, the Advancement Office will provide assistance to faculty and staff on grant proposals in support of their programs. This support may include:
 - a. Researching foundation, corporation and government grant opportunities.
 - b. Assisting grant recipients in preparing progress reports. This assistance includes: providing reminders on deadlines and requirements, editing, drafting Presidential cover letters, and budget review.

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- c. Coordinating the submission of all grant proposals and reports.
- d. Providing assistance in proposal preparation. Depending on the nature of the proposal, this assistance can include: securing appropriate guidelines, researching, writing, editing, budget development, etc.
- e. Faculty and staff may not solicit funds from foundations, corporations, or government agencies without the approval of the Vice President of Advancement and without involving the Advancement Office staff. This is to prevent duplication of efforts and to ensure that all proposals are appropriate to the needs of the College.
- 2. Any changes in the scope or budget of a grant-funded project need to be cleared with the Advancement Office staff. Similarly, faculty and staff need to gain approval from the Advancement Office staff before they have any contact with funding agencies and must provide copies of all funding-related correspondence to be kept on file.

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