

## Grant & Resource Proposal Procedure

1. Faculty and/or staff that identify a potential grant, contract, or other business relationship that they feel would benefit San Diego Miramar College will:
  - a. Obtain relevant descriptive information that defines the potential funding source or partnership such as:
    - I. A grant announcement
    - II. A draft contract
    - III. A draft memorandum of understanding (MOU)
  - b. Identify the appropriate strategic goal and/or Program Review priority addressed by this proposed opportunity.
  - c. The faculty and/or staff will then submit a completed “Proposal Form - Concept” to the appropriate Department Chair for review, including all background materials listed in 1. a. and 1. b., above.
  - d. After discussion with their department, the Department Chair provides all the above information to the appropriate Instructional Dean, along with the recommendation of the Department Chair.
  - e. The Instructional Dean will then present the funding concept to the Deans’ Council for consideration.
  - f. If the concept is approved, the Vice President of Instruction will direct the appropriate Instructional Dean to complete a “Proposal Form-Funding Source .”
  - g. The “Proposal Form -Funding Source” and all relevant supporting information, including a detailed budget using the “Grant & Resource -Template for Budget” will be presented to the President’s Cabinet for consideration.