

# SAN DIEGO MIRAMAR COLLEGE

## 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 "Grant and Resource Proposal Form -Purpose and Funding Source" 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 Dean, along with the recommendation of the Department Chair.
  - e. The appropriate Dean will then present the "Grant and Resource Proposal Form - Purpose and Funding Source" to the Deans' Council for consideration.
  - f. If the "Grant and Resource Proposal Form -Purpose and Funding Source" form is approved, the appropriate Vice President will provide an approval signature
  - g. The "Grant and Resource Proposal Form -Purpose and 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.

# SAN DIEGO MIRAMAR COLLEGE

## Grant and Resource Proposal Form - Purpose and Funding Source

Today's Date:		Prepared by:	
Phone/Ext:		Email:	
Project Title:		<input type="checkbox"/> New Project <input type="checkbox"/> Continuing	
Project Period:		From     /     /     to     /     /	
Proposal Author:			
Project Director:		School/Area:	
		Department:	
Project Purpose:			
Application Deadline Date:		<input type="checkbox"/> Postmarked <input type="checkbox"/> Received	
Funding Source:			
Funding Amount:		Match Requirement:	
		Indirect Amount:	
Technology Resources:			
Funding Source:			
Contract Obligations:		<i>List all College Obligations</i>	
Facilities:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Staff:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Matching Funds:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Institutionalization Requirement:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Other:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Partners/MOUs:			
<b>Approval Signatures:</b>			<b>For Office Use Only</b>
Department Chair:	<input checked="" type="checkbox"/> _____	Approval Date _____	Received By: _____
School Dean:	<input checked="" type="checkbox"/> _____	Approval Date _____	Received Date: _____ / _____ / _____
Vice President, Division:	<input checked="" type="checkbox"/> _____	Approval Date _____	Original Copy: <input type="checkbox"/> Yes <input type="checkbox"/> No
Vice President, Administrative Services:	<input checked="" type="checkbox"/> _____	Approval Date _____	Copy in File: <input type="checkbox"/> Yes <input type="checkbox"/> No
Recommend Approval of Grant/Contract Proposal			<input type="checkbox"/> Yes <input type="checkbox"/> No
College President:	<input checked="" type="checkbox"/> _____	Approval Date _____	_____ / _____ / _____