

Rio Hondo Process for Competitive/Non-Competitive Grant Proposals

1. Idea/Concept Stage

Faculty or Staff Member Contacts Grants Director to record interest in

- Creating or developing new initiatives
- Obtaining support for existing programs
- Obtaining equipment or resources
- Applying for continuation funding (e.g., Title V, Perkins, CCCCO)
- Partnering with other entities (e.g., Corp., Private funding)
- State Intergovernmental Agreements/Contracts (e.g., State Agencies)

1. Faculty or Staff Member discusses idea with supervisor and/or Dean to inform broader Rio community and to obtain feedback *If there is support to proceed,*
2. Grants Director presents concept to appropriate VP (Academic/Student Svcs.) *If approved,*
3. RD Technician creates database file for the idea in GRANTSNavigator and Provides information on the pre-award process

2. Targeted Planning

Faculty or Staff Member

- Meets with Grants Director to discuss/identify funding opportunities
- Reviews RFA
- Develops specific plans and objectives
- Maps out participants and deadlines

For each identified funding opportunity

1. Lead Faculty or Staff Member together with the Grant Director completes the Launch Pad form
2. Lead Faculty or Staff Member discusses Launch Pad form with supervisor and obtains signature
3. With approval of the Lead Faculty or Staff Member's Instructional Unit, the Grants Director submits Launch Pad to appropriate VP for President's Cabinet meeting for
 - Comments
 - President's approval to go forward
4. VP submits the Launch Pad Form signed by the President to the Grants Office for recording in GRANTSNavigator.

3. Application

Lead Faculty or Staff Member

Prepares application/proposal with support from Grants Development Office

Grants Director

- Routes application/proposal for review and approval by
 - VP
 - Fiscal Services
 - Instructional Unit
- Submits Proposal
- Announces proposal submission on Grants Department website

Post-Award Processes

1. Award Notice filed with
 - Grants Development Office
 - Fiscal Services and
 - Project Manager
2. Lead Faculty or Staff Member completes Post-Award Reports and sends copies to
 - Grants Development Office
 - Fiscal Services

Declined – DEBRIEF