GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: Grant Development Procedure for Project Grants

Administrative Procedure Number: 510.02
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The process for developing a project grant[1] is detailed in the Grant Development Guide. Each potential proposal moves through four stages: Preview, Writing and Budgeting, Review, and Submission. If funded, there is a transition from the Director of Grants Development (DGD), who receives the award for the College to the Grant Project Manager (GPM). The transition occurs after the Business Office (BO) generates an account number for the grant. The process is as follows:

1. The Preview stage ensures the proposal fits the needs of the College. The Grant Development Office checks to make sure the proposal relates to the College's strategic directions, considers institutional capacity, explores potential yield, and the IERP team makes other considerations. After the preview, a recommendation is made to the President. The President then reviews the proposal; if approved, the proposal moves to the writing and budgeting stage. If the proposal was not approved, it stops there.
   a. Authorized grant proposals for $5,000 or less return to the proposer at this stage for writing and budgeting, and approval by the Executive Sponsor. The completed proposal is subsequently returned to the President for final approval.
2. For grant proposals over $5,000, the next stage of the grant development process is Writing and Budgeting. The proposal may be written by college staff or faculty, the Director of Grant Development, or a collaboration of the two.
   a. The Grant Project Manager has a critical role as a subject matter expert. It is also the responsibility of the GPM to reach out to potential stakeholders and give them an opportunity to provide input.
   b. The Business Office will provide current financial information needed to complete the grant writing.
3. After the proposal has been drafted and is in a new final form, it is moved on to the Review stage. Three areas of the College complete a review: the VPAS (or their designate), the CEHRO (or their designate, and the Executive Team sponsor under which the grant would reside. The VPAS will determine whether the budget is sound. The CEHRO will review the proposal for potential risks. The Executive sponsor of the project will evaluate the proposal for approval. If there is an issue with the budget, a potential risk, or the Executive sponsor does not approve the proposal, it is returned to the writers to be amended. Once each of the review groups has approved the proposal, it proceeds to the President for final approval. The President may request changes as well.
4. Submission occurs after the President has approved the proposal. Depending on the grant type, submission may be completed by the Grant Project Manager (GPM) or the Director of Grant Development (DGD). Once the submission is completed, all stakeholders are notified and provided with an estimated response time.
   a. Federal grants submitted through grants.gov will be approved and submitted by the College's Authorized Organizational Representative (AOR). Currently, the AOR is the Director of Grant Development.

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[1] The definition of a project grant can be found in Policy 510.

5. The Director of Grant Development is the key contact person for the grant. If the proposal was awarded, it is the responsibility of the DGD to ensure the GPM receives a copy of the Grant Award Notification.
    a. Periodically grant applications may be approved, yet still require additional negotiation with the funder to reach final approval. The Director of Grant Development is responsible for the grant negotiations.
    b. In the case that a grant proposal is not approved, the DGD will notify the stakeholders of the outcome. The DGD may contact the funder and request feedback.
    c. Grant awards are the responsibility of the DGD up until the point when the College has generated an account number for the grant award. At this point, the grant becomes the responsibility of the GPM.