Grants Review Process

The Governance and Planning Committee (GAP) of Mission College has approved the use of the following Grants Review Process (GRP) for all proposals for new and renewal funding from external sources.

The grants review process is intended to perform the following:

1. Provide a uniform and consistent review process for all new and renewable grant applications.
2. Ensure that grants are consistent with goals and objectives of the college.
3. Ensure that thought and planning have been given to staffing, space and equipment.
4. Ensure that direct, in-kind and indirect costs have been fully considered.

PROCESS

Grant initiators must work with the Grants Advisory Committee (GAC) prior to seeking approval from the President of Mission College. The Grants Advisory Committee will make a recommendation to the President, who will then sign to approve or deny the grant proposal. Grant initiators are encouraged to contact the Grants Advisory Committee Chair early to ensure a quick turnaround; it is not necessary to have the grant application fully completed in order to begin the grants review process. The goal of the committee is to have a recommendation made within a two week timeframe.

Once approved by the President, applications must be submitted to the Vice Chancellor, Administrative Services and the Chancellor at least one week prior to the grant application deadline for approval at the District level. Upon District approval, grant applications are submitted to the grantor.

STEPS

1. Complete the grant proposal (the form required by the external funding source)
2. Complete the Mission College "Grants Review Criteria" form (internal grant summary form)
3. Submit the "Grants Review Criteria" form (internal grant summary form) to the Grants Advisory Committee Chair (electronic submission is required so that materials may be emailed to GAC members).
4. Provide grant information to appropriate committees
    a. For facilities and maintenance impact, consult with Facilities Safety Committee
    b. For budget impact, consult with CBAC
    c. For technology impact, consult with Technology Committee
    d. For marketing/outreach impact, consult with Marketing Committee
    e. For Full Time Faculty hires, consult with Academic Senate
    f. For permanent Classified Staff hires, consult with Classified Senate
5. The GAC Chair will call a meeting of the Grants Advisory Committee to review the submitted materials. The Chair may invite the grant initiator to make a presentation.
6. GAC will make a recommendation to the President.
7. If approved by the President, complete the single-page "Final Checklist for Grant Applications" form.
8. Submit a copy of the completed final checklist (see attached) to the GAC Chair when the grant proposal is ready for Vice Chancellor and/or Chancellor signatures (reqd at least one wk prior to grant proposal deadline).
9. Submit final grant proposal to the funding agency, with a copy of the final grant proposal to the GAC Chair.

GRANTS ADVISORY COMMITTEE

The Grants Advisory Committee is a participatory governance subcommittee of GAP and will consist of 8 members. The committee may invite additional college community members as appropriate. The following members constitute the Grants Advisory and External Resource Committee:

1. Dean overseeing Grants
2. Administrator – Grant Manager
3. Classified Staff – Sr. Financial Analyst
4. Classified Staff
5. 2 Faculty
6. 2 Students

CONTACT INFORMATION

GAC Chair:	Stephanie Kashima	408-855-5319	stephanie.kashima@wvm.edu
District Advancement Office:	Cindy Schelcher	408-741-2165	cindy.schelcher@wvm.edu
District Chancellor's Office:	Tracy Johnson	408-741-2011	tracy.johnson@wvm.edu
District Vice Chancellor's Office:	Christina Booth	408-741-2085	christina.booth@wvm.edu

To view the Grants Handbook, visit http://wv-atlas.wvmccd.cc.ca.us/depts/grants/grants_handbook/Grants_Main1.pdf

Grant Summary Form

This form is designed to facilitate the grants review process. All proposals for funding from external sources must be considered for potential impact upon the College and will be reviewed by the Grants Advisory Committee. The Grants Advisory Committee will use your answers to the following questions in making their recommendations.

Grant/Project Name _____

Funding Source _____ Amount _____

Application Deadline _____ Grant/Project Start Date _____End Date _____

Grant/Project Lead _____ Telephone _____ Fax _____

Dept/Offc _____ Email _____

Please list qualifications and experience appropriate to lead this project:

Please provide grant abstract (500 words or less - for public grants) or attach the Letter of Intent (for private grants):

Describe how this project would benefit students and align with the mission and core values of the College (cite Educational Master Plan and Program Review documents as appropriate):

Does the project require: Faculty reassigned time (# FTE) _____ Short-term, temporary faculty (#) _____

Short-term, temporary staff (#) _____ How will staffing be funded? _____

What will the workload impact be on current staff? _____

Indicate the institutional funding requirement(s) for Mission College per annum: (consult Grants Dean for questions)

Staffing $ _____ Facilities $ _____ Technology/Equipment $ _____

Sustainable maintenance/support of equipment/IS $ _____ Other (explain) $ _____

Explain:

Are these: In-kind matches _____ Direct budget costs _____ Both (explain) _____

Explain:

Provide details of required facilities and whether they are provided by the College, leased, purchased, etc:

Does the grant allow for charging of indirect costs by the District? _____ If yes, at what rate _____ %

Indicate the long-range impact on the College:

Does the funding agency require program to continue beyond the lifetime of the grant? _____

If yes, please describe how the project will be sustained or institutionalized (include details of related annual costs and resources needed to do so):

Other considerations:

What resources are needed for data collection or program analysis (please consult with Office of Institutional Research, Planning & Effectiveness):

List the individuals who will be involved in the administration and implementation of the project and their respective roles.

Identify the following persons:

Project Lead will report directly to: _____

Preparation & review of fiscal reports will be completed by: _____

Private Grant Review: (can occur simultaneously with grant approvals signatures below)

Dean of Advancement _____ Date: _____

Signature

Comment [A1]: GAP recommends removing this and replacing it with simply an formal notification to the Grants Office that we are reviewing a particular private grant app.

All Grant Approvals: (signatures to be sought in order of listing)

Dept Chair _____ Date: _____

Signature

Division Chair _____ Date: _____

Signature

Dean _____ Date: _____

Signature

Grants Committee Chair _____ Date: _____

Signature

Approvals where applicable : (reviews can be conducted simultaneously; email confirmation of review allowed – please allow one business week for review; if no response, forward to Grants Committee with signatures that are obtained; indicate NA where appropriate.)

Director of Research, Planning, and Institutional Effectiveness

I verify that all research needs of this grant can be covered by existing resources or by new resources as funded by the grant:

_____ Date: _____

Signature

Vice President, Administrative Services

I verify that all staffing, equipment, facilities and budget needs of this grant can be covered by existing resources or by new resources as funded by the grant:

_____ Date: _____

Signature

Dean of Business, Technology and Technical Services

I verify that all technology needs of this grant can be covered by existing resources or by new resources as funded by the grant:

_____ Date: _____

Signature

Dean of Liberal Studies and Language Arts

I verify that all support material needs of this grant can be covered by existing resources or by new resources as funded by the grant:

_____ Date: _____

Signature

Director of Marketing, Public Information and Graphic Design

I verify that all marketing/outreach needs of this grant can be covered by existing resources or by new resources as funded by the grant:

_____ Date: _____

Signature

Academic Senate President

I verify that all Full Time Faculty needs of this grant will be temporary and will cease at the time that grant funding ceases or will continue beyond grant funding period and are approved by the Academic Senate as new permanent Full Time Faculty hires.

_____ Date: _____

Signature

Grants Advisory Committee Recommendation

Project Name _____

Grant/Project Lead _____

Dept/Office _____

A meeting of the Grants Advisory Committee was held on (date) _____ to review the materials submitted for the above referenced grant /program. It is the recommendation of the Grants Advisory Committee to the President to take the following action:

☐ Approve the proposed grant application as submitted

☐ Approve the proposed grant application, with the concerns noted below

☐ Deny the proposed grant application

Comments:

Signature of Grants Advisory Committee Chair _____

Date _____

Grant Approved by Office of the President

Signature of Mission College President _____

Date _____

Rev DDN8/10

Final Checklist for Grant Applications & the Acceptance Process

This checklist is designed to assist you in successfully preparing and submitting a proposal for external funding and then following the correct process to accept a grant award. The most important aspects of this process are collaborating with components of the college and District who will be impacted by your proposed project and meeting the requirements/guidelines of the source of funding. West Valley-Mission CCD very much encourages its employees to seek additional resources to support its goals and objectives. Completing this checklist will maximize the likelihood of obtaining funding while minimizing misunderstandings or conflicts.

When your grant application is ready for Vice Chancellor and Chancellor signatures, please submit a copy of this checklist to the GAC Chair with your grant application one week prior to the application deadline. Please explain any steps not competed.

Grant Application Process:

_____ Discussed and reviewed by department/unit supervisor.

_____ Discussed and reviewed by dean/administrator.

_____ Discussed and reviewed by the College workforce or grants Dean.

_____ Proposal reviewed by the Office of Institutional Research.

_____ Staffing, facilities, equipment impacts discussed with Vice President, Administrative Services.

_____ Technology/IS equipment needs discussed with Dean, Technology.

_____ Reviewed support material requirements with Library Services.

_____ Discussed marketing and outreach requirements with Director, Marketing, PI & GD

_____ Budget reviewed and approved by VP, Administrative Services or designee.

_____ Grant proposal reviewed by GAC and recommendation made to College President.

_____ Grant proposal approved by College President.

Submission Process:

_____ Grant content and budget is complete, proofed and edited before submitting to District.

_____ Advancement Office receives proposal 7-10 days before submission deadline.

_____ District Finance Office reviews staffing, fringe benefits, indirect cost rate, and matching funds.

_____ Vice Chancellor and Chancellor approve and sign grant application required for submission.

_____ Grant Director/initiator submits grant application by post or electronic means.

Grant Acceptance Process:

_____ Appropriate College Administrator or Advancement Office prepares Board approval item.

_____ Contracts or Agreements are signed by the Chancellor or Vice Chancellor.

_____ Accounts are established by college budget office who notifies District finance.

_____ Consult with human resources about hiring and reassigned time.

_____ Follow purchasing procedures for acquisitions in a timely manner, consulting with IS and technology staff for computers/technology purchases.

_____ Consult with the college/District facilities staff for office and space needs.

_____ Begin documenting grant activities, milestones, accomplishments and progress.

Comments: