Roles and Responsibilities: Grant Proposal Development and Management

Grant Pre-Award	Grant Post-Award
Faculty/Staff ▪ Project conception ▪ Collaboration with other depts. ▪ Finding funding ▪ Program development ▪ Proposal writing ▪ Budget development	**Project Director (could be assigned faculty/staff)** ▪ Planning, coordinating, implementing and evaluating a specific college project or program per the grant agreement ▪ Plans project budgets in conjunction with management and other staff ▪ Tracks and monitors budget expenditures and revenues, creates monthly reports of expenditures ▪ Manages financial transactions, contracts, requisitions, budget transfers, invoicing, and hiring documentation; makes recommendations for changes to budgets, staffing, facilities, supplies and equipment ▪ Researches, compiles data, formats, composes and prepares statistical, financial, demographic and other special and regular reports, grant applications, narratives, presentations, surveys, needs assessments and other materials
Dean ▪ Reviews grant opportunities ▪ Makes decision to approve pursuing grant opportunity and preparing a proposal ▪ Supports faculty/staff efforts to develop proposal, including program and budget development ▪ Provide notice of intent to apply and information to Cabinet and PBC ▪ Gather signatures for approval to submit proposal	**Dean (which is the Grant Administrator)** ▪ Visioning, planning, and directing education programming ▪ Coordinates and monitors grant projects to ensure completion within budget per grant agreement ▪ Develops relationships with appropriate industry, business, educational, non-governmental organizations and foundations ▪ Supervise, support project director, faculty, staff
Cabinet ▪ Reviews Criteria for Decision Making and Intent to Apply form ▪ Coordinates efforts across college initiatives ▪ Addresses duplication of effort issues ▪ Maximizes all resources ▪ Supports department across organizational segments	**Cabinet** ▪ Problem solving as needed ▪ Advocacy for grant supported activities ▪ Continued coordination of program across college divisions ▪ Hold discussion on program/project impact ▪ Hold discussions on institutionalization
Planning and Budgeting Council ▪ Reviews Criteria for Decision Making and Intent to Apply form to remain informed of effort and provides constituency input ▪ identify points of integration with other plans, identify gaps and additional resources	**Planning and Budgeting Council** ▪ Continued coordination of program across college divisions ▪ Hold discussion on program/project impact ▪ Hold discussions on institutionalization

Grant Pre-Award	Grant Post-Award
Vice Presidents (VPI, VPSS, VPAS) ▪ Final approval of programming and budget	**Vice Presidents (VPI, VPSS, VPAS)** ▪ Problem solving as needed ▪ Advocacy for grant supported activities ▪ Continued coordination across college divisions
President ▪ Provides final review and authorizes proposal submission	**President** ▪ Problem solving as needed ▪ Advocacy for grant supported activities ▪ Continued coordination across college divisions
District Office ▪ Reviews proposals for signatories/College authorization, feasibility, compliance, ▪ Submits proposal to agency	**District Office** ▪ Submits quarterly and annual reports to agency ▪ Submits close out reports
Additional Resources	**Additional Resources**
Business Office ▪ Budget development support ▪ Reviews for feasibility, compliance, ▪ Coordinates with District **Professional Development** ▪ Integration and collaboration across organization with program objectives ▪ Learning opportunities for grant development **Planning, Research, Institutional Effectiveness** ▪ Data and research needs	**Business Office** ▪ Budget quarterly reports to Deans ▪ Reviews quarterly, annual, close-out reports for compliance ▪ Coordinates with District **Professional Development** ▪ Integration and collaboration across organization with program objectives ▪ Learning opportunities for grant management **Planning, Research, Institutional Effectiveness** ▪ Data and research needs