

Grant application processes and responsibilities

Based on an estimated 60 day opportunity release. Individual grant timelines will vary.

Planning	Responsible Party	Days until due
Approval Tree -> Grants Office -> Dean -> VP		
Identify a need at the college or in the community.	Project Director	
Notify the grants office, administration and applicable departments.	Project Director	
Seek out and choose a funding opportunity.	Project Director / Grants Office	60
Begin the approval process by notifying the Grants Office of the project details and funding details.	Project Director	60
Request electronic approval from area's Dean and Vice President	Grants Office	60 - 40
Give approval for the application to be developed	Dean and Vice President	60 - 40
Notify President's cabinet of pending grant application	Vice President	40 - 1
Application		
Approval Tree -> Grants Office (in communication with Project Team, Dean, VPs & BoT)		
Prepare a team to develop a project within the guidelines of the funding agency and the college. Include the grants office, department dean(s), VP(s) and other departments in the planning processes.	Project Director, project team, other	60 - 30
Draft a proposal.	Project team / Grants Office	60 - 14
Email a draft of the proposal to inform the VP(s) of project details.	Grants Office	14 - 7
Approve and submit the proposal to the funding agency.	Grants Office	14 - 1
Award		
Approval Tree -> Grants Office initial -> Dean initial -> VP initial-> President sign -> BoT		
Receive award notification from funding agency. Note: funding agencies may send the award notification to the president or project manager. All award notifications must be forwarded to the grants office to ensure the it is processed in accordance with ECC policies.	President, Vice President and/or Project Director	
Submit forms to Vice President and President for signature. Grant document(s) that do not originate from the Grants Office should not be signed.	Grants Office	
Place the award notification on the Board of Trustees consent agenda.	Grants Office	
Begin project after counsel with the Grants Office and the Accounting Office and after Board approval.	Project Director	
Grant Deliverables		
Submit quarterly, annual and final reports to the funding agency and a copy to the grants office.	Project Director	
Submit budget reports and certification of expenditures (if applicable) to the funding agency and a copy to the grants office.	Accounting Department	
Update GrantNavigator software with information and files.	Project Director and Grants Office	
Requests for an extension, amendment or changes in the workplan. Grants Office must be involved and receive a copy of the additional documentation.	Project Director and Grants Office	
Place on board agenda changes to project dates or funding amount.	Grants Office	

GRANTS PROCESS

