Grants’ Application Process

1. The College has many grants, some are well defined and administered, others are less so. Some support the College’s Strategic Plan, others less so. Some are transparent in their implementation, others, well – less so.

2. At present we have a Grants’ Task Force in place. This task force has an approval and submittal process. The process includes the Initiator, Manager, Dean, Vice President and President as sign off approvers for the Grant. There is no process for the grant implementation. The Task Force, however, met only once since its inception.

3. The Task Force membership at present is:
   • Professor Kathleen Bimber – Child Development Department Chair
   • Dr. Ed Pai – Dean of Research and Institutional Effectiveness
   • Dean Alex Davis – Economic Development and Workforce Education
   • VP Paul Carlson – Administrative Services

4. The proposal is to refine and expand the Task Force to include additional members of faculty, classified staff and administrators.

5. Included in the activities of the Task Force is to provide support to the initiator, once the approval is obtained to apply for the grant, in the development of the grant proposal and in the implementation of the grant.

6. The Task Force would be expected to hold meetings at designated times so that an initiator would know when to be prepared to present the initial proposal and final draft to the group. Additionally, the Task Force must be prepared to meet on short notice if an opportunity for a grant presents itself with little lead time.

7. As part of the discussion related to grants, we must include grant implementation, the hiring of specific personnel, the preparation and monitoring of the budget and the preparation of the final report.