Overview

Requests for proposals, solicitations for applications, and other grant opportunities are reviewed through the following procedure to ensure relevance to the institutional mission and sufficient administrative capacity to appropriately manage public and foundation grants.

Areas of Responsibility

The chief institutional advancement officer (CIAO), Grants Committee, department chiefs, and president have responsibility for components of this process.

Operating Procedure Details

1. CIAO conducts initial review of grant opportunity to determine basic eligibility criteria

2. If college is eligible, CIAO circulates grant information to Grants Committee for review

3. Grants Committee reviews:
   a. If there is sufficient time before grant deadline, committee reviews using grants rubric. Rubrics are returned, with comments, to CIAO. If scoring supports proposal submission, grant lead is assigned.
   b. If there is not sufficient time prior to deadline, CIAO polls Grants Committee (as many members as feasible). CIAO uses rubric for guidance. If scoring supports proposal submission, grant lead is assigned.

4. Grant lead completes tracking sheet, attaches scored rubric reflecting Grants Committee’s review and comments, and circulates to appropriate departments:
   a. Instruction
   b. Student Services
OPERATING PROCEDURE

c. Business Office
d. Information Technology
e. Institutional Advancement / Foundation
f. Facilities
g. Contracting
h. Human Resources

5. Approval to proceed with minor proposals (less than $5,000) resides with the department chief(s) who would be most directly involved in grants management. Department chiefs may designate representative.
   a. Contract forwarded to the President’s Office with recommendation to proceed.
   b. Final authority resides with the president.

6. Approval to proceed with any proposal in the amount of $5,000 or more resides with the President’s Office, in coordination with the department chief(s) who would be most directly involved in grants management
   a. Contract forwarded to the President’s Office with recommendation to proceed
   b. Final authority resides with the president.

7. Jobs requisition form: This need not be completed unless the grant is approved by the granting agency or organization. Staffing capacity is assessed through grants matrix and through initial departmental review.

8. Grant contract: All grant proposals must be signed by the president. Copies of the original must be filed with the CFO and CIAO.

9. If grant is approved by the granting agency or organization:
   a. Grant lead reports to the Grants Committee
   b. Grant milestones are monitored using the grants tracking matrix and reported at monthly meetings of the Grants Committee
   c. At conclusion of grant, Grants Committee scores project using grants rubric
   d. Copies of the completed rubric are filed with CFO and CIAO
e. Scored rubric becomes data source for subsequent Core Theme C assessment

Further Information

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References

1. Code of Federal Regulations, Title 2 -- Grants and Agreements,
http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2tab_02.tpl

Forms

1. Grant Review Rubric
2. Grants Tracking Page