

# Cabrillo College Process for Grant Applications

The following process is intended to:

- Describe the steps for obtaining approval to submit or participate in a grant application on behalf of the college;
- Provide those who approve the development of an application with the information needed to make this decision;
- Identify the stakeholders who need to be engaged in the development and implementation of the proposal, and
- Ensure that the author of the proposal has the support and resources necessary to submit a successful application.

**This process is not required for internal grant programs such as Faculty Grants, Student Senate grants and Tech Grants. Nor is it required apply for renewal of on-going grants.**

The preliminary check-in (Step 1 below) may be done by phone, email, or an in-person conversation, whichever is most expedient. The intent is for you to find out if the college is prepared to apply for the grant and to provide you with some guidance in the next step in the process. Applications can take a long time to prepare, so carry out this check-in as quickly as possible.

## **Step 1: Preliminary Consultation with Managers**

As soon as you think that you might apply for a grant put the following information into an email and contact the managers as described below.

**Project name:**

**Funding source (also note if it is private, state, or federal):**

**Name and contact information for Cabrillo person responsible for coordination and proposal submission:**

**Brief description of proposal (2 - 3 sentences or bullet points):**

**Date application is due:**

Provide the information above to to your Program Chair and Dean and discuss with them whether there is department and division support for submitting the proposal.

In addition:

- If the funding source is private (non-governmental), contact the Executive Director of the Foundation (Melinda Silverstein).
- If the grant is related to Career Technical Education, contact the Dean of Career Education and Economic Development (Rock Pfothenhauer).

At the conclusion of these consultations you should know whether the grant is something the college could *consider* applying for and you should know who will need to approve the *preparation and submission* of an application.

Keep your component's Vice President informed by sending an email copy of the information if you still intend to pursue the grant after you have completed the above consultations. If approval to move forward is granted, proceed to step 2.

## **Step 2: Request for Approval to Apply for Grant**

Please copy sections 1, 2, and 3 into an email or Word document, respond to the prompts to the best of your ability, and submit for approval to the managers as determined in Step 1 above.

**1. Summary or abstract:** A very brief description of the proposal.

### **2. Grant Details**

Project Title:

Project Leader (name, email, phone):

Funding Source:

Fiscal Agent (who will receive the grant) check one:

- Cabrillo College:
- Cabrillo College Foundation:
- Other (Please specify): \_\_\_\_\_

Proposal Due Date:

Maximum Amount of Grant:

Required Match, if any:

Duration of Grant (include beginning & ending dates):

Projected Date of Award Decision:

Website where grant solicitation can be found:

List the top 2 to 5 activities the grant will fund:

List of top 2 to 5 outcomes of the grant:

Describe the college's obligations after grant is over:

What is the maximum indirect cost allowed:

What letters of support and signatures are required:

Does the grant require approval of the Governing Board to submit an application?

Describe any research and evaluation requirements:

### **3. Participants & Partners**

This section addresses those who need to be involved in preparing the application and implementing the grant. List internal and external participants and partners, describe their role and whether they are already engaged in the project.

Grant writer(s):

Budget preparer:

As appropriate to the grant:

- Planning and Research Office (PRO):
- Cabrillo College Foundation:
- Business Office (BSO):

Other essential participants:

#### **4. Approvals**

Provide the information above to those who need to provide approval to submit an application. The following list may be modified as a result of the consultation in step 1. Use email to request and receive approvals and comments. Determine at this step which of these people will also need to review and approve the actual application.

- Department or Program Chair
- Dean(s)
- Foundation Director (if grant is funded through the Foundation):
- Component leader: Vice President of Instruction or Student Services or Business Services (as applicable):
- Other departments involved (from Participants and Partners section)

**Once the Request to Apply is approved, the grant application may be prepared for submission. Note that the completed application will also need to be reviewed and approved for submission.**

**Submit a duplicate copy of the completed grant application to the Planning and Research Office for review by the Institutional Review Board (IRB), which is a requirement for many grants.**

## **SAMPLE PROPOSAL APPLICATION**

**1. Summary or abstract:** A very brief description of the proposal.

Develop a new CTE program in Health Information Technology that prepares students for work developing and maintaining electronic health records in hospitals and larger medical clinics. The program will combine courses from the Computer Networking and System Administration program and Allied Health programs as well as new courses. Grant funds will provide reassign time to faculty from allied health and computer departments to meet with industry representatives, job shadow, and carry out research in this emerging field. We may also seek funds for faculty to do an externship with local employers for a semester.

Funds will also be requested to pilot the new courses for one year along with time for evaluation and rework based on the results of the pilot.

### **2. Grant Details**

Project Title: **Health Information Technicians Project**

Project Leader (email, phone): **Art Takagawa, [artakaga@cabrillo.edu](mailto:artakaga@cabrillo.edu), x4444**

Funding Source: **Chancellor's Office, SB 70 grant, (state)**

Fiscal Agent (who will receive the grant) check one:

- **Cabrillo College:**
- Cabrillo College Foundation:
- Other (Please specify):

Proposal Due Date: **April 10, 2010**

Maximum Amount of Grant: **\$250,000**

Required Match, if any: **\$1 for \$1 soft match. Existing personnel and/or FTES count.**

Duration of Grant (include beginning & ending dates): **July 1, 2010 to June 30, 2012**

Projected Date of Award Decision: **Early May, 2010**

Website where grant solicitation can be found: **[www.cccco.edu/CTE/IDRC](http://www.cccco.edu/CTE/IDRC)**

List the top 2 to 5 activities the grant will fund:

- 1. Curriculum research and development**
- 2. Faculty professional development**
- 3. Piloting program for one year**

List of top 2 to 5 outcomes of the grant:

1. **New CTE program to prepare students to become Health Information Technicians**
2. **Development of faculty skills and knowledge regarding HIT and how it is employed**

Describe the college's obligations after grant is over: **College will be required to continue to offer program for at least two years to enable those in the program to complete. Total new teaching units required is estimated to be 30. Some of these may be able to come from reducing course offerings in the collaborating departments.**

What is the maximum indirect cost allowed: **10%**

What letters of support and signatures are required: **Signature of President**

Does the grant require approval of the board to submit an application? **No**

Describe any research and evaluation requirements: **We will be required to track program completers for one year following program completion to determine whether or not they have found work in the field they were prepared to enter.**

### **3. Participants & Partners**

This section addresses those who need to be involved in preparing the application and implementing the grant. List internal and external participants and partners, describe their role and whether they are already engaged in the project.

Grant writer(s): **Vera Escalante**

Budget preparer: **Wei More (CEED staff)**

As appropriate to the grant:

- Planning and Research Office: **Craig Hayward**
- Cabrillo College Foundation:

Other essential participants:

Computer Science Department: **Jane Doe**

Nursing Department: **Juan Fredrickson**