

## **Grants Development Process**

- All individuals who wish to pursue a grant must complete a [Grant Feasibility form](#) for review and approval by Presidents Cabinet no later than 60 days before the grant submission deadline. Instructions for next steps in the process are provided on the form. The approval process is managed by the Institutional Effectiveness & Assessment office and questions may be directed to Dr. Lesley Cooper ([lcooper@kcc.edu](mailto:lcooper@kcc.edu)) or Rylee Mann ([rmann@kcc.edu](mailto:rmann@kcc.edu)). You will be notified of KCC's decision and the next steps on how to move forward with the proposed grant no later than 45 days before the grant deadline.

### **After approval from Presidents Cabinet, the program director of the grant may move forward in writing and finalizing the grant proposal. This work includes:**

- Analyzing the purpose of the proposal, outlining programmatic needs and finalizing the writing process.
- Writing, formatting, and editing the proposal.
- Garnering support from various stakeholders including institutional departments, local government agencies, and school districts who become important partners.
- Budget planning and preparation with the Business Office.

### **After given approval to proceed, the IE & Assessment Office will:**

- Provide consultation and guidance on the project plan to the program director, who will be the writer of the grant proposal and director of the proposed grant-funded program.
  - Consultation and guidance will be given on the full grant proposal process, including aligning objectives with strategic goals and programmatic needs, outlining the writing process, and formulating the evaluation plan.
- Furnish a standard college profile for the proposal, and assemble and analyze research data including national, state, local, and college demographics and statistics.

### **Upon completion of the grant application the program director should:**

- Submit the full grant application/proposal to their Cabinet member and Institutional Effectiveness & Assessment **no later than 5 business days prior to the submission deadline.**
- Coordinate the implementation of the grant, if awarded, and lead the program through the grant award period.
- Ensure all regular reporting is completed and submitted prior to the deadlines associated with the grant.
- Engage with the Business Office in ensuring funds are spent and expensed as indicated by the grant or within the grant guidelines.

If there are any questions throughout the process, feel free to reach out to Dr. Lesley Cooper ([lcooper@kcc.edu](mailto:lcooper@kcc.edu)) or Rylee Mann ([rmann@kcc.edu](mailto:rmann@kcc.edu)) in Institutional Effectiveness & Assessment.