



Grant Proposal Routing Process

Getting Started

Once you have identified a grant that you would like to apply for, you must first obtain approval to pursue the grant from the President's Executive Team. You will need to work with your department manager to start the process.

1. The department manager sends an email to the appropriate executive administrator (President, VPA, VPI, VPSS) with the subject line “[Name of Grant] – Grant Initiation Request”
2. Request that the grant be considered for the college to pursue
3. Include a link to the grantor's website containing specific information about the grant, including the blank application and any documents that describe the grant background and requirements
4. PET will notify the department manager if the grant you are interested in applying for has the support of PET, meaning it aligns with the strategic direction of the college

Research Support

Review the grant application carefully, noting items that pertain to data collection, data reporting, grant evaluation, and other research needs.

1. Send an email to the Dean of Institutional Effectiveness and Innovation and cc: the Associate Vice President of Equity, Institutional Effectiveness, and Innovation with the subject line “[Name of Grant] – Research Request”
2. The research team will assist you with your grant proposal. Research requests should be submitted prior to routing your grant proposal through the approval process. If grant evaluation is a requirement of your grant, you must indicate in the grant proposal how you intend to fund the evaluation of the grant.

NOTE: ARC Grant In-House Transmittal Form is no longer required.

Proposal Initiation and Routing

1. Department Manager
 - a. Create an email with the subject line “Name of Grant – Approval & Routing”
 - b. Address the email to Bonnie Kong (Administrative Assistant, Workforce Development)
 - c. Include in email a completed pdf copy of the
 1. [Grant Submission & Acceptance Form](#) or [Grant Amendment Form](#)
 2. Other supporting documents (if needed)
 - d. In the body of the email:
 1. How does this grant support one or more of the [ARC's Strategic Goals](#)?
 - Goal 1: Student First
 - Goal 2: Clear & Effective Paths
 - Goal 3: Exemplary Teaching, Learning & Work Environment
 - Goal 4: Vibrancy & Resiliency
 2. **Indicate** where signatures are required for VPA, VPI, VPSS, and College President
2. AVP Workforce Development
3. Business Services
4. Vice President of Administrative Services
5. Vice President of Instruction or Vice President of Student Services
6. College President
7. District Office Grants & Contracts