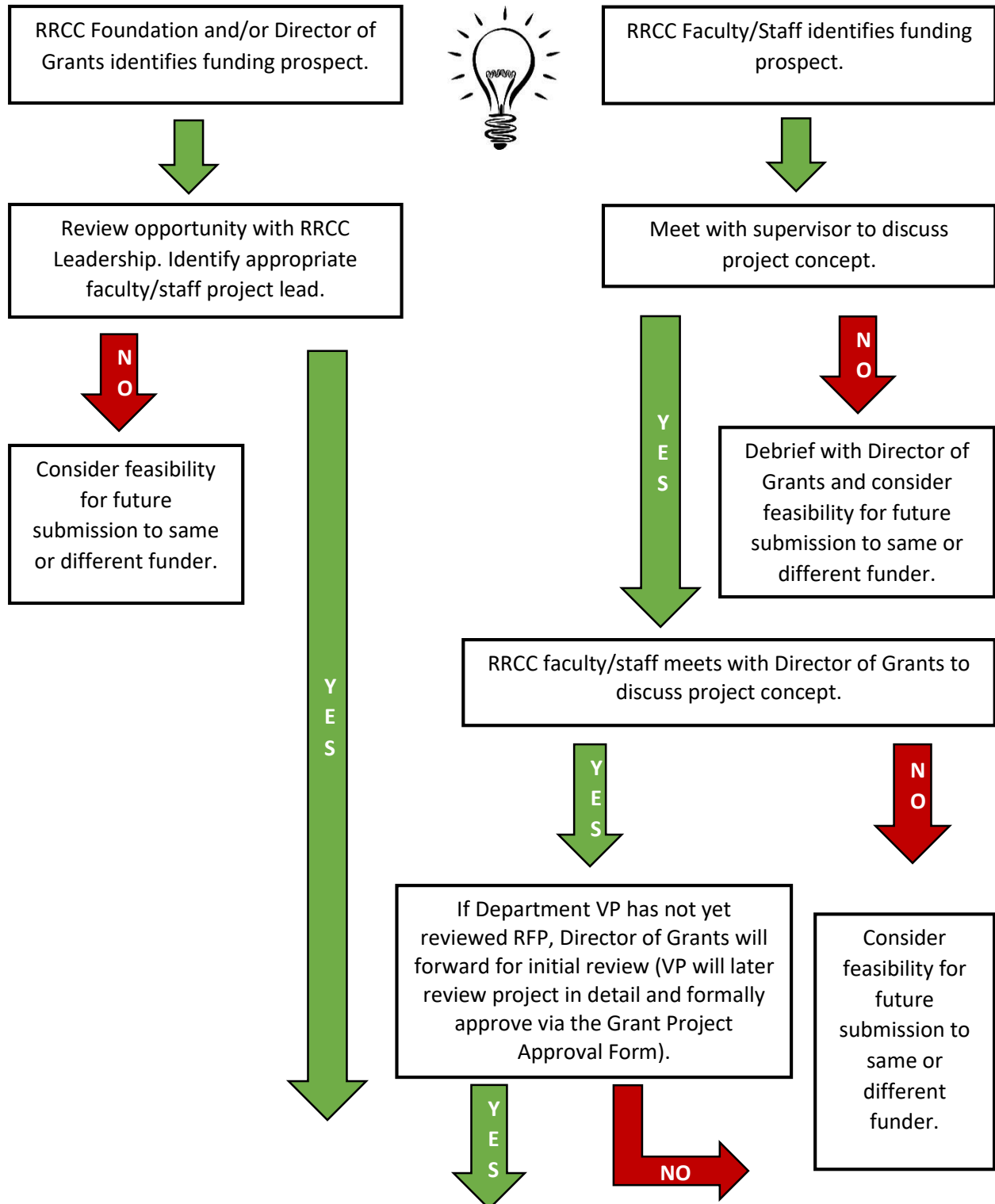


**Grant Proposal Development Process**

**STEP 1: Funding Prospect Identification and Initial Review**



### STEP 2: RFP Review Meeting or Conference Call

- 1) Director of Grants and faculty/staff lead will determine the proposal development project team.
- 2) Director of Grants holds a meeting/conference call with the project team to review the opportunity. All participants on the call will come prepared having read the entire RFP.

The call will discuss:

**WHY** do we want to respond to this RFP?

**WHAT** is the goal and proposed scope of work?

**Who** will do the work, **Where** will we do it, and **When** is the project period?

**How** will we plan and implement the project?

(See RFP Meeting Guide for a discussion guide.)



### STEP 3: Project Approvals and Preparation

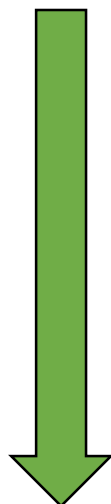
#### Grant Project Approval Form

*Outlines the detailed concept developed during RFP meeting/conference call*

- 1) Faculty/staff project lead completes the form for college review and secures Dean/supervisor approval, then forwards form to Director of Grants.
- 2) Director of Grants secures remaining VP approvals.

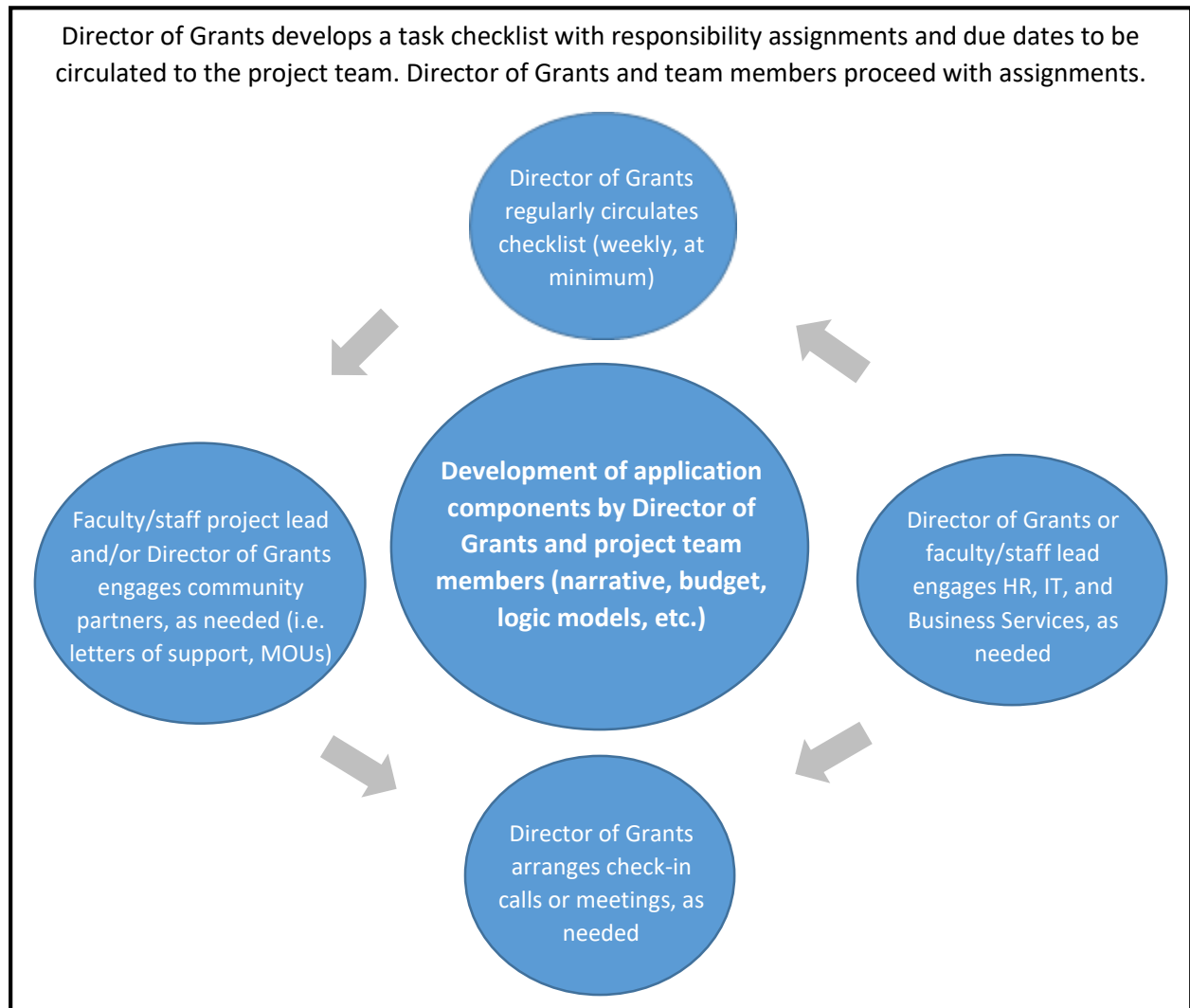
#### If Applicable...

- 1) Director of Grants and Faculty/Staff attend the pre-proposal conference/webinar.
- 2) Director of Grants submits questions to funder point-of-contact.



#### STEP 4: Proposal Development Launch

Director of Grants develops a task checklist with responsibility assignments and due dates to be circulated to the project team. Director of Grants and team members proceed with assignments.



#### STEP 5: Proposal Review

Director of Grants circulates final drafts of components for review:

- 1) VP must approve narrative.
- 2) Business Services must approve budget.

With approvals in hand, Director of Grants leads the proposal assembly and signature process.



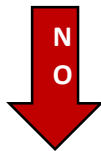
**STEP 6: Submission!**

Director of Grants or RRCC “Authorized Organization Representative” (AOR) submits application. Director of Grants circulates **1)** the submission receipt and **2)** the final copy of the proposal to the project team for records.



**STEP 7: Track Award Decision**

The Director of Grants will **1)** Receive notification if the proposal was approved or denied; and **2)** Notify all project team members. If another RRCC employee receives notification, they will forward it to the Director of Grants, who will notify the project team.



Director of Grants will **1)** Attempt to secure feedback/scoring from the funder to inform future proposal development; and **2)** Distribute to project team.



Director of Grants will **1)** Lead appropriate post-award activities (i.e. acknowledgement letters, grant agreement signature); **2)** Flag report deadlines for project team; **3)** Schedule grant kick-off meeting with project team, if needed.