

PROCEDURES FOR SUBMITTING A NEW EXTERNAL GRANT PROPOSAL

Citrus College Administrative Policy 3280 indicates that prior to applying for a grant, "a concept paper describing the grant will be submitted to the appropriate vice president." Please follow the steps below and use this form when developing a new grant proposal.

STEP I (Project Development):

1.	The Project Coordinator/Director/PI/Co-PI will complete the Concept Paper form (below) and prepare it for approvals:
	Required approvers include:
	☐ Project Coordinator/Director or Principle Investigator (PI);
	☐ Director of Institute for Completion and Grant Development/Oversight;
	☐ Director of Fiscal Services;
	☐ Director of Human Resources if personnel costs including stipends and reassigned time have been included in the plan of operation and the budget.
	☐ Director of Institutional Research if there will be post-award data collection/analyses and/or if IRB approval is required.

2. Once signatures have been obtained, forward the Concept Paper to your manager who will review and submit to the area Vice President.

STEP II (Cabinet-Level Approval):

1. Following approval by the area Vice President, the Concept Paper will be reviewed with Cabinet. Once all approvals have been obtained, the Project Coordinator/Director/PI may proceed with proposal submission.

Important Notes:

- Please forward STEP I Concept Papers to the area Vice President six weeks prior to the proposal submission deadline. (Please contact the area dean and/or Vice President immediately if circumstances make it impossible to meet this deadline). The area Vice President will notify Cabinet to discuss the feasibility of proceeding.
- Complete all areas of the concept paper including draft budget summary and match requirements (if applicable), needs statement, and any relevant proposal and/or funding agency guidelines.
- Cabinet will only review Concept Papers that have all required signatures. Cabinet will review projects on a case-by-case basis only when extenuating circumstances make following the delineated processes impractical or impossible.
- Please contact the Institute for Completion with questions and concerns about completing your grant application. Grant writing resources, forms, worksheets, and policies can be found on the Institute's webpage: Institute for Completion (citruscollege.edu)



CONCEPT PAPER

FUNDING SNAPSHOT:									
Today's Date:	Requesting Area/	Division(s)/Dept:	Check one: ☐ Lead Applicant☐ Subaward						
Proposal Lead:	Participating Divis	ion(s):	Telephone:						
Proposal Writing Team Members:									
	PROPOSAL	. INFORMATION:							
1. Title of Proposal:									
2. Due Date:									
3. Funding Agency:									
	Local								
4. Allowable Indirect Cost Rate:			ons, please use the di minimis of 10%.						
5. Matching Funds Required: ☐ Yes	•	-							
Percentage: In-Kind Suppor			sh (List Sources):						
6. Total Amount Requesting (amoun	t per year x numbe	r of years = total amoun	t):						
7. Dates of Funding:									
8. Proposed Partners:									
9. Geographic Area(s) to be Served it	f Outside College Bo	oundaries:							
	PROPOSAL	REQUIREMENTS:							
10. Board Resolution:	11. Environmenta	l Report:	12. Reports/Evaluations:						
\square Yes \square No	□Yes □	□ No	\square Yes \square No						
	PROPOS	SED STAFFING:							
13. New Management: ☐ Yes	□No	14. New Classified:	Yes \square No						
Quantity F/T: Qua	ntity P/T:	Quantity F,	/T: Quantity P/T:						
15. Existing Personnel: ☐Yes ☐ No List Names and FTEs or hours for each staff assigned (including management, faculty, adjuncts, CSEA, professional experts, etc.) and include the proposed rate of pay:									
16. Additional Information, if needed	d:								



Concept Paper Narrative

Please provide a brief summary for each of the following prompts:

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1)	Problem and/or need statement:
2)	Project description:
3)	College's Strategic Plan, Mission, EFMP, etc. that this proposal supports:
4)	Project Goals, objectives, and anticipated outcomes:
5)	Budget summary:



Budget Summary	Estimated	d Amount of Request	
1000 Certificated	Name	Budgeted Amount	Budgeted amount calculated as:
Salaries:		\$	☐Reassigned time ☐ stipend ☐ admin overload
			□Other
		\$	□Reassigned time □ stipend □ admin overload
			Other
		\$	□Reassigned time □ stipend □ admin overload
			Other
		\$	□Reassigned time □ stipend □ admin overload
		A	Other
		\$	□Reassigned time □ stipend □ admin overload □Other
2000 Classified	Name	Budgeted Amount	Lottlei
Salaries	Ivanic	\$	
Jaiaries		\$	
		\$	
		\$	
		\$	
3000 Benefits		\$	
4000 Supplies		\$	
5000 Operating		\$	
Costs		7	
6000 Capital		\$	Description:
Outlay		*	·
7000 Student		\$	
Support			
Total Direct Costs		\$	
Total Modified Dir	ect Costs	\$	Total Direct Costs less Student Support Costs
Indirect Costs:	Calculated at \square %	\$	Indirect costs are calculated on the Total Modified
	□ de minimis		Direct Cost
Total Budget Requ	□ not allowed	\$	
Total Buuget Requ	esteu	۶ ا	

6) Signatures	Name	Signature	Date
Project Coordinator/Director/PI			
Division Dean(s)			
Director, Institute for Completion and Grant Development/Oversight			
Director of Fiscal Services			
Area Vice President or Immediate Management Supervisor			
Cabinet Approval			

This form is to be signed by all parties before an application is submitted to the funding agency.