



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 \(citruscollege.edu\)](http://citruscollege.edu/institute-for-completion)



Concept Paper Narrative

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

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 Amount of Request		
1000 Certificated Salaries:	Name	Budgeted Amount	Budgeted amount calculated as:
		\$	<input type="checkbox"/> Reassigned time <input type="checkbox"/> stipend <input type="checkbox"/> admin overload <input type="checkbox"/> Other
		\$	<input type="checkbox"/> Reassigned time <input type="checkbox"/> stipend <input type="checkbox"/> admin overload <input type="checkbox"/> Other _____
		\$	<input type="checkbox"/> Reassigned time <input type="checkbox"/> stipend <input type="checkbox"/> admin overload <input type="checkbox"/> Other _____
		\$	<input type="checkbox"/> Reassigned time <input type="checkbox"/> stipend <input type="checkbox"/> admin overload <input type="checkbox"/> Other _____
2000 Classified Salaries	Name	Budgeted Amount	
		\$	
		\$	
		\$	
		\$	
3000 Benefits		\$	
4000 Supplies		\$	
5000 Operating Costs		\$	
6000 Capital Outlay		\$	Description:
7000 Student Support		\$	
Total Direct Costs		\$	
Total Modified Direct Costs		\$	Total Direct Costs less Student Support Costs
Indirect Costs:	Calculated at <input type="checkbox"/> _____% <input type="checkbox"/> de minimis <input type="checkbox"/> not allowed	\$	Indirect costs are calculated on the Total Modified Direct Cost
Total Budget Requested		\$	

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.