Citrus College

Process for Approval of Grant Proposal Submissions

1 Discuss grant announcement and proposed plans with division dean and the Institute for Completion

2 Confer with institutional research about any data and/or evaluation needs

3 Complete the *Procedures For Submitting A New External Grant Proposal* form with all information

4 Submit signed *Procedures For Submitting A New External Grant Proposal* form to the area vice president

5 Following cabinet approval, submit completed final grant proposal to the area vice president and to the funding agency

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