

Gaining Approval to Develop a Proposal for Grant Funding

Six basic steps are required to gain approval to develop a proposal for grant funding. The process is designed to ensure all proposed projects are consistent with identified Bergen Community College priorities and that they will have the institutional support and resources required for success. Questions, issues, or concerns raised at any level may need to be addressed before development can proceed. Therefore, it is important that you start this process early. Remember; ***Grant deadlines are not negotiable.***

1. Work with colleagues on your project team to develop a one to two page concept description and a draft budget for your proposed project. A concept outline guide is available at <http://www.bergen.edu/documents/grants/pdf/suggested%20concept.pdf>. A budget worksheet is at <http://www.bergen.edu/documents/grants/pdf/budget.pdf>.
2. Review your concept and budget materials with the Grants Office.
3. Discuss the concept and budget with your department and any other department that might be impacted by the project. Involvement of colleagues is especially important at this stage to ensure their buy-in and their insights. *(As an example: You may be proposing a project that integrates innovative math instructional practices and student support in the form of counseling and the tutoring center. For such a project to move forward, approval would be needed from three departments: math, counseling, and tutoring.)*
4. Obtain relevant department head signature(s) on the “Request to Develop” form *(see next page)*. Be sure your concept and budget are attached. Return the approved request package to the Grants Office.
5. The Grants Office will then submit the request to the appropriate Dean, and if approved there, to the Executive Council for its institutional review. *The Executive Council includes the Academic Vice President, Vice President for Student Services, Vice President of Administrative Services, the Executive Vice President, and the President.*
6. The Executive Council will review and provide its recommendations to the Academic Vice President. Formal proposal development will proceed with the AVP’s approval.

Approval Form follows on next page ...

BERGEN COMMUNITY COLLEGE
Request to Develop a Proposal for External Funding

Faculty Initiator:

Date:

Project Title:

Project Summary (*30 words or less below -- Attach 1-2 page concept and budget to this form*):

Proposed funding source and due date:

Academic departments and support services involved:

Facility & Equipment Requirements:

Will the proposed project involve research on or collection of data or identifiable private information about students or other human subjects? Yes No

Approval Signatures

Director/Department Head _____ Date _____
Signature

Approved for further development Requires additional discussion

Comments:

If approved, Department Head forwards application to Grants Office to obtain remaining signatures

Division Dean _____ Date _____
Signature

Approved for further development Requires additional discussion

Comments:

Executive Council _____ Date _____
Signature

Approved for further development Requires additional discussion

Comments:

Vice President _____ Date _____
Signature

Approved for further development Requires additional discussion

Comments: