Grant and Contract Submission Process

The Office of Institutional Advancement (OIA) is here to help faculty, staff, and SCC's leadership team prepare and submit grant applications and contract proposals. Institutional approval is required before any grant application or contract proposal is submitted to the sponsor (Please see Grants FAQ). Please ensure you have enough time to complete the entire grant application prior to the Sponsor deadline, including time for OIA and institutional review.

Protocol for Submitting a Grant Application

Please adhere to the following steps for any grant or contract application:

1. **Signed Grant Permission Form**
   First discuss the funding opportunity and your proposal idea with your Dean and Immediate Supervisor. Provide them with the completed Grant and Contract Proposal Form. If they agree that the funding opportunity is a good fit for the department then obtain their signatures on the Grant Permission Form.

2. **Email forms and RFP information to April Olson**
   Once permission to pursue the opportunity is approved by your Dean and immediate supervisor, please email the following items to a_olson@southwesterncc.edu:
   - ☐Signed Grant Permission Form
   - ☐Completed Grant and Contract Proposal Form
   - ☐Link to Request for Proposal (RFP) or Notice of Funding Availability
   - ☐Link to Sponsor's website

3. **OIA pre-review of RFP**
   The Office of Institutional Advancement will review the RFP for important dates, timelines, eligibility, etc. If the funding opportunity does not conflict with other submissions and meets other requirements, OIA will forward the Grant and Contract Proposal Form to the President's Cabinet.

4. **President's Cabinet**
   The President's Cabinet will review the Grant and Contract Proposal Form and will discuss the funding opportunity at their next meeting (every Tuesday).

5. **OIA to schedule meeting with the PI**
   If the President's Cabinet deems the funding opportunity appropriate, OIA will schedule a meeting with you to discuss important timelines, a proposed budget, the process, and required documents. You will receive a check-list with the important deadlines and required documents. We will also discuss which items you are responsible for completing, and which ones OIA will complete.

6. **Completed grant application**
   All final grant application documents are to be sent to the OIA for review, including the narrative, scope of work, budget, budget narrative, CVs, and other required documents. Please allow ***at least 10 business days for review*** prior to the Sponsor's deadline.

7. **OIA will seek institutional approval and will submit your proposal on behalf of SCC to the Sponsor**
   All final grant applications must receive final institutional approval. OIA will coordinate this for you. Once approval is granted, OIA will submit your application to the Sponsor for you and will send you confirmation.

There are several reasons for this protocol, such as avoiding duplicate applications to one Sponsor, verifying that the proposal aligns with SCC's Strategic Plan and policies, and ensuring there is departmental capacity to administer your proposed project. Also, some proposals require matching funds, space, and other resources.

If time permits, OIA staff may help write your proposal. However, because our office writes many grant proposals each semester, the President's Cabinet will assess whether OIA staff has the capacity to assist in the writing of your grant proposal, or if you will be the primary writer.

When a Proposal is Awarded

Your grant proposal was awarded?! Congratulations! What's next? If the Award Letter is emailed to you, please forward it to a_olson@southwesterncc.edu. We will review the terms of the Award Letter and will seek final approval and signature of the grant contract by the President and CFO. We work in conjunction with the Business Office to administer the funds and the eventual close-out of your award. Our services are available to assist you every step of the way.