



## GRANTS PROCEDURE

**Board Bylaw:**  
**Policy Number: 2.6000**  
**Subject Area: General College Policies/Administration**  
**Approved Date: 02 /10/2010**

The following procedures shall be followed systematically in researching government grant opportunities through the application process and effective management of grant funds. A model has been developed to include the following processes: identify, assess, apply, receive, and manage.

### GRANT TRACKING, ASSESSMENT, APPLICATION AND MANAGEMENT PROCESSES

#### Federal Grants Opportunity Tracking and Assessment Process

- Grant.gov listserv is monitored daily and provides a listing of all federal grant opportunities listed in the Federal Register. Additional information is obtained from the CRD Listserv and agency listserves. (IDENTIFY)
- Initial Opportunity Listing is reviewed. (IDENTIFY)
- If opportunity is not appropriate (not aligned with KC's mission and institutional plan and/or KC does not qualify), no further action taken. (ASSESS)
- Online summary reviewed if there is a possibility the opportunity is appropriate. (ASSESS)
- If opportunity is appropriate for further review, a funding opportunity summary will be prepared and the RFP may be downloaded. (ASSESS)
- The funding opportunity summary and possibly the RFP are disseminated to the appropriate VPs, deans, faculty and staff for review. (ASSESS)
- VPs, deans and others meet with Grants Facilitator to review opportunity and complete grant opportunity evaluation. (ASSESS)
- If the opportunity passes the evaluation process, a committee is formed to pursue completion of the application. (ASSESS)

#### State Grants Opportunity Tracking and Assessment Process

- Illinois state departmental links provide listings of state grant opportunities and are monitored on a regular basis. Some information may also be available on the CRD Listserv and agency and organizational listserves. (IDENTIFY)
- Initial Opportunity Listing is reviewed. (IDENTIFY)
- If the opportunity is not appropriate (not aligned with KC's mission and institutional plan and/or KC does not qualify), no further action taken. (ASSESS)
- Online summary reviewed if there is possibility the opportunity is appropriate. (ASSESS)
- If opportunity is appropriate for further review, a funding opportunity summary will be prepared and the RFP may be downloaded. (ASSESS)
- The funding opportunity summary and possibly the RFP are disseminated to the appropriate VPs, deans, faculty and staff for review. (ASSESS)
- VPs, deans and others meet with Grants Facilitator to review opportunity and complete grant opportunity evaluation. (ASSESS)
- If the opportunity passes the evaluation process, a committee is formed to pursue completion of the application. (ASSESS)

#### Private Foundations and Corporations Tracking and Assessment Process

- Numerous publications and listserves are monitored. (IDENTIFY)
- The Foundation Center resources are utilized as needed. (IDENTIFY)
- If the identified resource is not appropriate (not aligned with KC's mission and institutional plan and/or KC does not qualify), no further action taken. (ASSESS)
- If the resource is appropriate for further review, a funding opportunity summary is prepared. (ASSESS)
- The funding opportunity summary is disseminated to the appropriate VPs, deans, faculty and staff for review. (ASSESS)
- VPs, deans and others meet with Grants Facilitator to review resource and complete grant opportunity evaluation. (ASSESS)
- If the resource passes the evaluation process, a committee is formed to pursue completion of the application. (ASSESS)

### COMPLETE APPLICATION PROCESS(APPLY)

#### NOTIFICATION OF AWARD (RECEIVE)

#### OPERATE EFFECTIVELY (MANAGE)

- Assign to Project Manager who will:
  - Meet Grant Deadlines
  - Spend Grant Funds Appropriately
  - Report Grant Progress Quarterly (March, June, September, December)
  - Provide information for Quad Charts which will be used by the Director of Financial Reporting and Internal Auditing to monitor grant contractual compliance.

Approval History:

Replaces Grants Procedure 6.10P, Approved February 18, 2010