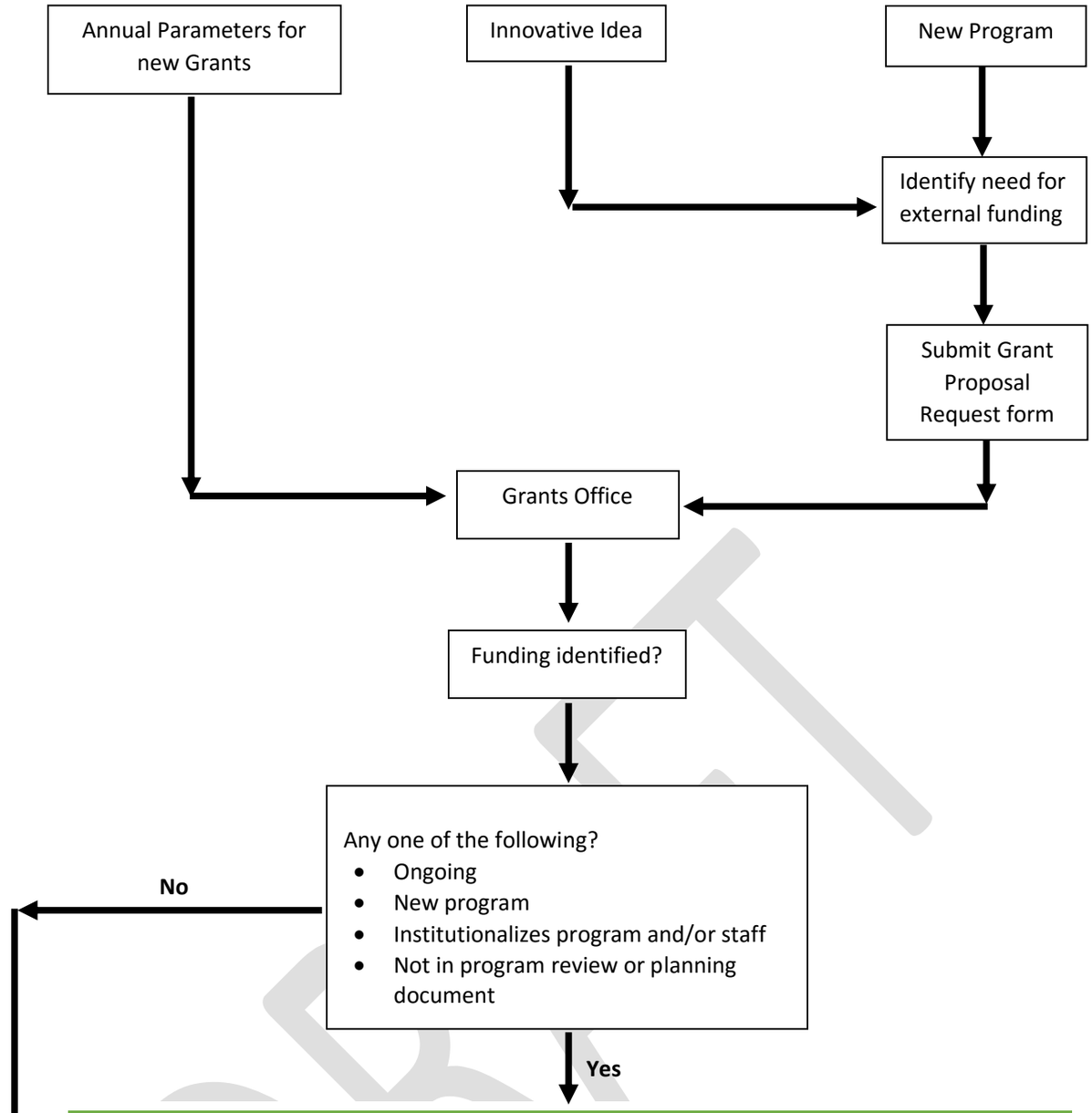
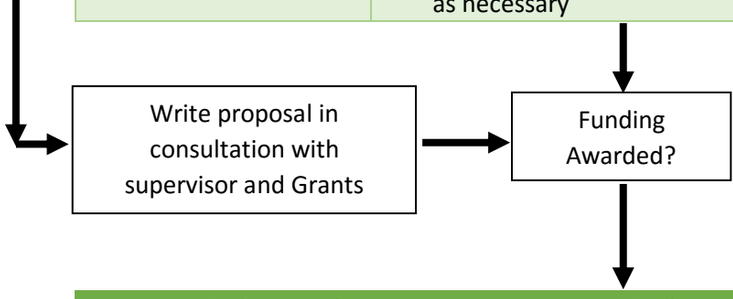
Crafton Hills College Grant Submission Process



Project Lead	Both	Grants Office
• **Communicates with Program Officer**	• Write / edit one-page concept paper or full proposal (Grant due date prescribes timeline and steps) • Secure management approvals including President • Submit to Crafton Council – refers to other campus-based committees as necessary	• Assist with writing proposal and budget • Serve as lead editor • Submit Grant Concept Approval form to District • Submit final grant proposal



Project Lead	Both	Grants Office
• **Comply with funder requirements** • **Submit required reports to funder** • **Provide copies to Grants Office of award notices, reports, and approved revisions**	• Prepare Budget Adjustment • Communicate regularly • Provide project updates as needed	• Submit Board item to accept the grant • Provide a reporting schedule to the project lead • Approve grant expenditures as part of Purchasing path

Prepared by Keith Wurtz
Date: 20161025, Revised: 20161222
Approved Date: XXXXXXXX