

RSCC Grants Process

Grants Development Writer (DGW) distributes information about grant opportunity to Grant RFP Distribution List.

A RSCC faculty or staff member expresses interest in a grant & provides RFP along with summary of project idea to DGW.

The DGW presents the President's Cabinet (and the Foundation Director, if applicable) with the grant RFP and project idea. The DGW, along with the faculty/staff member, answers questions, addresses issues, etc.

Provided the project is approved by President's Cabinet (and the Foundation Director, if applicable), the DGW helps the faculty/staff member prepare the grant application. Assistance with grant budgeting is provided by the Business Office.

The DGW forwards the grant application to the Grant Review Team (GRT) approximately 4-6 days before the grant application is due.

GRT Approval?

If necessary, the DGW assists the faculty/staff member with grant application revisions.

The DGW submits grant to RSCC President (or designee) for signature.

The DGW or the faculty/staff member submits the grant application to the funding agency.

The DGW provides President's Cabinet & GRT informational updates of grant application status.

Grant RFP distribution list: Deans, Directors, Vice Presidents, and President, as appropriate.

The **GRT** consists of representation from the following areas: President's Cabinet, Business Office, Purchasing and Contracts. May include Facilities and/or IT as appropriate.