

DRAFT**Building a Priority-Based Grants Development and Implementation System for GCCCD**

	System Components	Lead Responsibility	Key Individuals	Process	Timeline 2011
1	Establish a District Grants Coordination and Resources Center and Processes	Chancellor's Cabinet, Auxiliary	District grants expert	- Establish an office - Develop an action plan	Jan
2	Identify Grant Funding Priorities for the District, the Colleges and the Foundations	Chancellor's and Presidents' Cabinets	District grants expert, Institutional Leadership	- Facilitate meetings with institutional leaders - Identify grant development team leaders - Finalize priorities with Chancellor's Cabinet - Develop initial concept briefs	Jan-Mar
3	Research Funding Opportunities	District grants expert	Proposal development team leaders	- Establish grants calendar / spreadsheet - Track and analyze competitive grants notices (RFAs, RFPs) - Research grants database	Feb Ongoing
4	Develop a Coordinated Approval Process to Pursue a Grant	District grants expert	Institutional Leadership	- Work with institutional leaders to develop an approval process that meets the needs of all entities	Feb-Mar
5	Form a Team and Identify Tasks	President Cabinets (or as designated)	District grants expert	- Form a proposal development team - Identify and assign a proposal writer to the team - District grant expert supports proposal development team	Feb-Mar
6	Assistance to Proposal Writers and Proposal Development Teams	District grants expert		- Assist teams to prepare and submit proposals - Assist with RFA/RFP and budget development - Help complete all required forms	Ongoing
7	Routing for Proposal Review and Approval to Submit	District grants expert	Grant development team leaders	- Ensure close communication with college/district - Develop more appropriate grant-specific routing form (to include categoricals)	Feb
8	Communication Plan	District grants expert	Proposal development team leaders	- Develop a centralized web-based intranet site - Develop web-based manual - Present grants-related workshops - Presentations to staff and faculty - Prepare reports for Governing Board	Feb-Apr Ongoing
9	Follow-up on Submitted Proposals	District grants expert		- Request reviewer remarks for all unfunded proposals - Maintain positive relationships with funders	Ongoing
10	Assist with Pursuing Non-Competitive Grants	Institutional leadership	District grants expert	- Incorporate current efforts into a coordinated and comprehensive system - Support efforts as needed	June
11	Develop Post-Award Grant Training and Support Functions	District grants expert	College and District Business offices	- Develop post-award orientation for grant staff - Develop post-award grants management section of the grants manual - Review program reports	March Ongoing
12	System Monitoring / Evaluation and Improvement	District grants expert	District leadership, grants staff	- Solicit feedback and recommendations from staff involved in all aspects of the grants process	Ongoing