



Grants Review Process

The Governance and Planning Committee (GAP) of Mission College has approved the use of the following Grants Review Process (GRP) for all proposals for new and renewal funding from external sources.

The grants review process is intended to perform the following:

1. Provide a uniform and consistent review process for all new and renewable grant applications.
2. Ensure that grants are consistent with goals and objectives of the college.
3. Ensure that thought and planning have been given to staffing, space and equipment.
4. Ensure that direct, in-kind and indirect costs have been fully considered.

PROCESS

Grant initiators must work with the Grants Advisory Committee (GAC) prior to seeking approval from the President of Mission College. The Grants Advisory Committee will make a recommendation to the President, who will then sign to approve or deny the grant proposal. Grant initiators are encouraged to contact the Grants Advisory Committee Chair early to ensure a quick turnaround; it is not necessary to have the grant application fully completed in order to begin the grants review process. The goal of the committee is to have a recommendation made within a two week timeframe.

Once approved by the President, applications must be submitted to the Vice Chancellor, Administrative Services and the Chancellor at least one week prior to the grant application deadline for approval at the District level. Upon District approval, grant applications are submitted to the grantor.

STEPS

1. Complete the single-page Mission College "Grants Review Criteria" form.
2. Complete a brief abstract of the program no longer than 500 words (if the funding agency requires an abstract with your grant application, you may use the same abstract here as on your application).
3. Submit both the "Grants Review Criteria" form and the abstract to the Grants Advisory Committee Chair (electronic submission is required so that materials may be emailed to GAC members).
4. The GAC Chair will call a meeting of the Grants Advisory Committee to review the submitted materials. The Chair may invite the grant initiator to make a presentation.
5. GAC will make a recommendation to the President.
6. If approved by the President, complete the single-page "Final Checklist for Grant Applications" form.
7. Submit a copy of the completed final checklist (see attached) to the GAC Chair when the grant application is ready for Vice Chancellor and/or Chancellor signatures (required at least one week prior to the grant application deadline).
8. Submit final grant application to the funding agency, with a copy of the final grant application to the GAC Chair.

GRANTS ADVISORY COMMITTEE

The Grants Advisory Committee is a subcommittee of GAP and will consist of 10 members. The committee may invite additional college community members as appropriate. The following members constitute the Grants Advisory Committee:

1. Dean of Math, Science & Workforce Development (Chair)
2. Classified Specialist (Grants Representative)
3. Dean of Business, Computing Technology & Services
4. Dean of Instruction
5. Dean of Student Support
6. Director of Institutional Research, Planning & Institutional Effectiveness
7. Faculty Subject Matter Specialist
8. Student Representative
9. Vice President of Administrative Services
10. Dean of Advancement (as necessary)

CONTACT INFORMATION

GAC Chair:	Danny Nguyen	408-855-5417	danny.nguyen@wvm.edu
District Advancement Office:	Cindy Schelcher	408-741-2165	cindy.schelcher@wvm.edu
District Chancellor's Office:	Tracy Johnson	408-741-2011	tracy.johnson@wvm.edu
District Vice Chancellor's Office:	Christina Booth	408-741-2085	christina.booth@wvm.edu

To view the Grants Handbook, visit http://wv-atlas.wvmccd.cc.ca.us/depts/grants/grants_handbook/Grants_Main1.pdf



Grants Review Criteria

This form is designed to facilitate the grants review process. All proposals for funding from external sources must be considered for potential impact upon the College and will be reviewed by the Grants Advisory Committee. The Grants Advisory Committee will use your answers to the following questions in making their recommendations.

Grant/Project Name _____

Funding Source _____ Amount _____

Application Deadline _____ Grant/Project Start Date _____ End Date _____

Grant/Project Lead _____ Telephone _____ Fax _____

Dept/Offc _____ Email _____

Please list qualifications and experience appropriate to lead this project:

Describe how this project would benefit students and align with the mission and core values of the College (cite Educational Master Plan and Program Review documents as appropriate):

Does the project require: Faculty reassigned time (# FTE) _____ Short-term, temporary staff/faculty (#) _____

How will staffing be funded? _____

Indicate the institutional funding requirement(s) for Mission College per annum:

Staffing \$ _____ Facilities \$ _____ Technology/Equipment \$ _____

Sustainable maintenance/support of equipment/IS \$ _____ Other (explain) \$ _____

Explain:

Are these: In-kind matches _____ Direct budget costs _____ Both (explain) _____

Explain:

Provide details of required facilities and whether they are provided by the College, leased, purchased, etc:

Does the grant allow for charging of indirect costs by the District? _____ If yes, at what rate _____ %

Indicate the long-range impact on the College:

Does the funding agency require program to continue beyond the lifetime of the grant? _____

If yes, please describe how the project will be sustained or institutionalized (include details of related annual costs and resources needed to do so):

Other considerations:

What resources are needed for data collection or program analysis (please consult with Office of Institutional Research, Planning & Effectiveness):

List the individuals who will be involved in the administration and implementation of the project and their respective roles.

Identify the following persons:

Project Lead will report directly to: _____

Preparation & review of fiscal reports will be completed by: _____

Approvals:

Dept Chair _____ Date: _____
Signature

Division Chair _____ Date: _____
Signature

Dean _____ Date: _____
Signature

Other _____ Date: _____
Signature



Grants Advisory Committee Recommendation

Project Name _____

Grant/Project Lead _____

Dept/Office _____

A meeting of the Grants Advisory Committee was held on (date) _____ to review the materials submitted for the above referenced grant /program. It is the recommendation of the Grants Advisory Committee to the President to take the following action:

- Approve the proposed grant application as submitted
- Approve the proposed grant application, with the concerns noted below
- Deny the proposed grant application

Comments:

Signature of Grants Advisory Committee Chair _____

Date _____

Grant Approved by Office of the President

Signature of Mission College President _____

Date _____