**Naugatuck Valley Community College**

**Grants Systems**

**PRE-GRANT WORKFLOW**

*#1 Grant Inquiry Form*

* The grant requestor completes the Grant Inquiry Form.
* The requestor obtains approval signatures from the Department Supervisor and Dean.
* The completed form is submitted to Development/Grants Office for processing.
* Upon the President’s review, Development will notify the requestor of the status of the request.

*#2 Grant Planning Meeting*

* Once the Grant Inquiry Form is approved, Development will coordinate a meeting with the division leaders/requestor to organize the distribution of work.

The Development/Grants office will:

* Identify and/or review potential funding source opportunities as they become available.
* Support faculty and staff in grant proposal development, budgeting and management.

*#3 Budget Evaluation Meeting*

The Development/Grants office will coordinate a meeting with the Grant Preparer and Dean of Administration to discuss a draft of the project budget.

*#4 Grant Submission Form*

* Once the grant packet is complete and ready for submission, the requestor will complete the Grants Submission Form.
* The requestor will obtain the approval and signatures for the Grant Submission Form and the grants packet from their department Supervisor and Dean.
* The completed Grant Submission Form and the complete grant packet including all forms and attachments, will be submitted to Development/Grants Office for processing.
* Development will review and submit the grant package to the President’s office for final approval.

*#5 President’s Final Approval*

Final approval of all final grant packets require the President’s approval prior to submission.

*#6 Grants Submission*

Development/Grants Office will submit the final, approved grant package to the grantor unless directed otherwise by the President.

**Other functions of the Grants Office**

* Establish and maintain a database of documents and statistics frequently requested by funders
* Identify and forward potential grant opportunities to division leadership that may support current initiatives
* Schedule grant writing workshops and technical assistance
* Serves as a resource to the President and Divisions