

COCC Processes for Competitive/Non-Competitive Alternative Income Requests

1. Idea Stage

Faculty or Staff Member Contacts Grants Coordinator to record interest in

- Creating or developing new initiatives
- Obtaining support for existing programs
- Obtaining equipment or resources
- Applying for continuation funding (e.g., Title II, Title III)
- Partnering with other entities (e.g., Perkins)
- State Intergovernmental Agreements/Contracts (e.g., HECC , Oregon Promise)

1. Grants Coordinator creates database file for the Idea in **GRANTHub** and
2. Provides information on the pre-award process
3. Faculty or Staff Member discusses idea with supervisor and PAT Representative. *If there is support to proceed,*
4. Faculty or Staff Member completes Grant Needs Assessment Form and submits to Grants Office for upload to **GRANTHub**
5. PAT Representative presents Grant Needs Assessment action at PAT meeting
 - To inform broader COCC community
 - To obtain feedback

2. Targeted Planning

Faculty or Staff Member

- Meets with Grants Coordinator to discuss/identify funding opportunities
- Develops specific plans and objectives
- Maps out participants and deadlines

For each identified funding opportunity

1. Lead Faculty or Staff Member completes a Grant Application Initiation Form
2. Lead Faculty or Staff Member discusses Grant Application Initiation Form with supervisor and PAT representative
3. With approval of the Lead Faculty or Staff Member's Instructional Unit, the PAT Representative presents the Grant Application Initiation Form at PAT meeting for
 - Comments
 - President's approval to go forward
4. PAT Representative submits the Grant Application Initiation Form signed by the President to the Grants Office for recording in **GRANTHub**

3. Application

Lead Faculty or Staff Member

Prepares application/proposal with support from Grants Development Office

Grants Coordinator

- Routes application/proposal for review and approval by
 - PAT Representative
 - Fiscal Services
 - VP for Administration
- Submits Proposal
- Announces proposal submission on Bobcat Community

Post-Award Processes

1. Award Notice filed with
 - Grants Development Office
 - Fiscal Services and
 - College Relations
2. Lead Faculty or Staff Member completes Post-Award Reports and sends copies to
 - Grants Development Office
 - Fiscal Services

Declined – DEBRIEF