



PROCEDURES TO APPLY FOR A GRANT

Before you apply for a grant a request for authorization to apply for a grant form should be filled out with the following information:

1. General Information about the grant
2. Project Description/Plan
3. Project Facilities requirements, if any, and how will they be met
4. Anticipated project personnel
5. Curriculum (Program/Course)Impact
6. Implication for the College/District
7. Long Term implication for the College/District
8. Advisement of proposal to the following:
 - Academic Senate President, - Curriculum Committee Chair, - Department Chair(s) of Dept Impacted by Project, and RSCCD Research & Grants office
9. Operational signatures from Project Initiator, Project Administrator and Area Vice President.
10. Recommendations from College Council and Academic Senate President
11. Final approval from College President

After getting final approval, the Resource Development department will provide you with grant development and grant management services. Please go to <http://rsccd.edu/departments/resource-development/Pages/default.aspx> for more information.