

Recommended College-Level Review Process  
for External Funding **Concepts** and **Final Applications**  
Instructions

1. Faculty/staff with idea for grant proposal or other project requiring external funding notifies college Resource Development Officer with **Concept** and/or prospective funding source (or College RDO initiates the **Concept** and/or prospect with college faculty/staff).
2. RDO assists college personnel in completing *External Funding Proposal Concept Abstract* (Attachment 1).
3. RDO presents *DCCCD Development Project Process Checklist* (Attachment 2) at President's Cabinet for preliminary approval by college President and to achieve awareness and buy-in from Vice President for Business Affairs and other key college stakeholders. Items requiring additional information are noted as incomplete in "Concept Phase" column of the *Checklist*.
4. If **Concept** approved by President, the President (or RDO) advises District Development Office of intentions to apply for public/private external funding. College faculty/staff work with the college RDO to develop the **Concept** into a complete proposal/application compliant with funding source guidelines and requirements (RFP, SGA, etc.). If a multi-college venture and/or Comprehensive Development Campaign strategic priority, District Development Office will also participate in proposal development.
5. If **Concept** not approved or more information required, college faculty/staff and RDO respond accordingly to table or terminate the project or align it more acceptably with college priorities.
6. College RDO presents the **Final Application** or proposal at President's Cabinet for consideration by President, Vice President for Business Affairs, and other college stakeholders, as appropriate. Acceptability of each project proposal/application component is noted in "Final Application" column of the *Checklist*. If appropriate/required, the college's Institutional Review Board reviews the project **Final Application** or proposal before submission to funding source.
7. NOTE: If application involves a collaboration of more than one DCCCD college/location, the **Concept** and **Final Application** approvals will occur at each college involved. If required, the IRB approval will occur only at the college designated as the lead institution/fiscal agent. (Concepts and Final Applications generated by District Administration will also be subject to an Institutional Review Board requirement.)
8. College RDO submits **Final Application** or proposal by funding source deadline and advises District Development Office of the submission.
9. College RDO advises college President, other college personnel involved with the approval process, and the District Development Office regarding notification of award, denial of funding, or of the intent to revise and re-apply.
10. If funded project requires on-going review by the college IRB, this should occur at least annually and be documented accordingly.