Producing Grant Applications

General Timeline for Grant Development	
12 – 3 months prior to submission deadline	• Notify Director of Grants Management of decision to pursue grant • Start planning project idea • Discuss idea with supervisor and obtain approval to pursue grant • Assemble team and begin literature, research or data review • Identify and engage potential grant writers (if required)
3 months prior* *Or as soon as RFA is released **Note**: most federal and many CCCCO grants have a 45-60 days submission turnaround	• Check if LOI is required and by when • Familiarize yourself with all proposal requirements • Check status of grant submission portal and establish account if necessary • Determine grant writing abilities and responsibilities of team members • Begin sketching/drafting proposal sections • Attend monthly Grant Clinic on campus

2 months prior	• Hire grant writer, if required
	• Begin iterative drafts
	• Involve internal partners as appropriate, e.g.:
	    ○ Institutional Research, for data, data sharing and evaluation advice
	    ○ Fiscal Services for preliminary budget input and review
	    ○ HR for hiring and faculty reassignment advice
	• Meet regularly with grant writing team to shape draft

1 month prior	• Assemble required attachments, such as Letters of Support
2 weeks prior	• Finalize draft
1 week prior	• Complete any final editing and formatting • Finalize application • Compile all parts of application, including supporting documents
5 business days prior	• Route application packet with Green Sheet for college signature, district review and signatures
1 day prior (at latest) to deadline	• Submit application to funding agency
Post-Submission	
1 – 2 weeks after receiving Award Notice	• *Follow Project Implementation Checklist for Grant Acceptance and Program Implementation guidance*
IF NOT FUNDED	• Notify Director of Grants Management • Request reviewers' comments (Director of Grants Management can do this) • Debrief with grant writing team / grant writer to identify areas for improvement • Attend Grant Clinic or other training provided by Director of Grants Management • Decide whether to rewrite and submit at next funding round