

COMMUNITY COLLEGE OF VERMONT
GRANT SEEKING AND PROPOSAL
DEVELOPMENT POLICY

See also:

*Research By or About CCV
Students, Faculty, and Staff
VSC Policy 408 External
Funding*

January 20, 2000

Revised: September 16, 2021

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POLICY

CCV is open to the initiation and pursuit of grants and outside funding opportunities by all staff of the college in accordance with the following procedures.

PROCEDURES

1. All proposals must be approved by the president or designee who will consider feasibility of the program, its impact on other CCV programs and resources, and its relationship to the college's mission and priorities. In addition, all proposals which are academic in nature must be approved by the academic dean.
2. Before any final grant application is submitted, the budget will be approved by the business manager of the college to ensure that proper guidelines have been followed.
3. Cover letters for all grants or outside funding proposals will be signed by the president of the college or a designee.
4. Copies of all proposals for grants or other outside funding will be filed with the business manager and the president of the college, whose office forwards a copy to the Chancellor's Office. Notification of the proposal will be filed with the Office of the Chancellor in accordance with established VSCS policy and procedures. In addition, copies of all grants which are academic in nature will be filed with the academic dean.
5. All proposals will designate a CCV staff member who will be responsible for managing the program or project funded by the grant. Grant management responsibilities include managing the grant budget and evaluation plan in collaboration with the chief development officer and the business office.
6. Any person who wishes to do research using CCV staff, faculty, or students must follow procedures specified in the CCV policy, *Research By or About CCV Students, Faculty, and Staff*.
7. Any faculty member who wishes to use CCV as the institution of affiliation in a grant or outside funding proposal must apply in writing to the academic dean for permission to do so.