

8003.

ADMINISTRATIVE REGULATIONS ON
RESOURCE DEVELOPMENT

- 8003.1 The Director of Grants is responsible for administering this regulation.
- 8003.2 The Director of Grants shall submit information regularly to area deans, department heads, and other appropriate members of the staff for their consideration.
- 8003.3 Vice presidents shall submit to the Office of Grants an assessment of their needs each year.
- 8003.4 Area deans submit requests for grants to the appropriate vice president who, after approval, forwards the request to the Director of Grants for action.
- 8003.5 All inquiries to outside agencies for external funding shall be coordinated with the Office of Grants.
- 8003.6 The area dean shall assign or approve a staff member as the project manager.
- 8003.7 When the proposal has been drafted, it shall be reviewed and finalized by the appropriate area dean and the Director of Grants. The finalized proposal is submitted to the area vice president and the Vice President, Administrative Services, for approval. The area vice president submits it to the Executive Committee for approval to recommend it to the Board of Trustees.
- 8003.8 Upon notification to the District that a project application has been approved, the Director of Grants will provide the project manager, the area dean, the Fiscal Affairs Manager, and any other key personnel with a copy of the approval/notification of award letter and any special operating or reporting instructions that may be required by the funding agency.
- 8003.9 If it becomes necessary to elect personnel before the official funding document can be approved, the project manager must inform the Director of Grants so that interim funding arrangements may be provided.
- 8003.10 The project manager shall be responsible for budgeting, operating and terminating the project in accordance with the project plan and guidelines.
- 8003.11 The area dean and the Director of Grants shall continually monitor and evaluate the project.