



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### Chapter 4 – Instructional Services

#### 5120.7 - SUBMISSION OF PROPOSALS FOR GRANTS AND CONTRACTS

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This procedure outlines the tasks to be completed in order to submit a written proposal to a funding agency.

#### FUNCTION

1. Definitions
  - a. Proposal: A multi-part document written by the District to convince a funding agency that the project described in the proposal is worthy of agency funding.
  - b. Submission: The process by which the proposal passes from project manager to the funding agency. This process includes the functions of review, approval and authorization.
  - c. Review: The evaluation of the proposal by higher authority such as the president or director, Chancellor and the Board of Trustees.
  - d. Approval: The signing of the proposal by the president or director and the signing of the Master Plan or Board docket exhibit by the president or director and Chancellor.
  - e. Authorization: Action by the Board of Trustees taken by a vote in a public meeting to authorize the District to submit a proposal to a funding agency.
2. Restrictions
  - a. Letters of inquiry and preliminary proposals do not require Board approval.

#### IMPLEMENTATION

1. Responsibility
  - a. Project manager is responsible for preparing docket exhibit if project is not included in Master Plan.
  - b. The president or director is the advocate of the proposal in that he/ she:
    - 1) Signs proposal and Master Plan or docket exhibit
    - 2) Defends the proposal before the Chancellor and the Board of Trustees
  - c. Chancellor has a review and approval function in that he/she:
    - 1) Signs Master Plan or Board docket exhibit

- 2) Recommends approval of proposal to Board of Trustees
- d. Board of Trustees approves proposal and authorizes District to submit proposal to funding agency.
2. Sequence of Events
  - a. Submission of a proposal that is included on a Board-adopted grants and contracts project Master Plan:
    - 1) Project manager mails the proposal by certified mail or courier service (see Procedure 5110.1).
    - 2) The president/director shall inform the Chancellor and grants and contracts coordinator via Information Memo that the proposal has been dispatched.
  - b. Submission of a proposal that is not on the Master Plan:
    - 1) Project manager develops Board docket exhibit (see sample exhibit for project submission in SPECIAL PROJECTS HANDBOOK).
    - 2) President or director reviews and signs exhibit.
    - 3) President or director sends exhibit to grants and contracts coordinator.
    - 4) Grants and contracts coordinator reviews exhibit for format and consistency with proposal and signs exhibit.
    - 5) Grants and contracts coordinator sends exhibit to Board office for inclusion in upcoming docket.
    - 6) Chancellor reviews exhibit and signs if he approves.
    - 7) Chancellor puts exhibit on upcoming Board docket.
    - 8) Board reviews and approves docket item.
    - 9) President/director notifies project manager and grants and contracts coordinator of Board action.
    - 10) Project manager sends proposal by certified mail or courier to funding agency.

#### FORMS/REFERENCES

1. Procedure 5100.2
2. Special Projects Handbook
3. Sample docket exhibit: Proposal Submission.  
(Stocked and issued by grants and contracts coordinator)

Adopted: September 7, 1977

SUPERSEDES:  
New Procedure