



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 4 – Instructional Services

5120.9 - EVALUATION OF PROPOSALS NOT FUNDED

This procedure outlines the tasks required to evaluate those proposals that are not funded.

FUNCTION

1. Definitions
 - a. Unfunded proposal: A proposal that has been turned down by the funding agency.
 - b. Evaluation: An assessment of why the proposal was rejected, including:
 - 1) Eligibility of applicant
 - 2) Quality of written proposal
 - 3) Strategy
 - 4) Congruence of objective of applicant and funding agency

IMPLEMENTATION

1. Responsibility
 - a. Grants and contracts coordinator is responsible for securing evaluation of proposal from funding agency.
 - b. Project manager is responsible for participating in evaluation process.
2. Sequence of Events
 - a. Funding agency notifies District that project was not funded.
 - b. Written rejection or notices that proposal will not be funded shall be forwarded to grants and contracts office.
 - c. Grants and contracts coordinator will initiate contact with the funding agency to obtain a written or oral evaluation.
 - d. Grants and contracts coordinator meets with project manager and interested persons to review evaluation and assess the pertinence of submitting the project to the same agency/other agency at a later date.

FORMS/REFERENCES

1. Application Guidelines
2. Completed Proposal
3. Proposal Evaluation Summary

Adopted: September 7, 1977

Supersedes: