



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 4 – Instructional Services

5120.1 - DISSEMINATION OF INFORMATION ON GRANT AND CONTRACT OPPORTUNITIES

This procedure outlines the tasks that must be completed in order to collect and disseminate information on funding opportunities.

FUNCTION

1. Definitions

a. Information: Information on grant and contract opportunities comes from a variety of sources.

- 1) News articles published in newsletters
- 2) Deadline lists
- 3) The FEDERAL REGISTER
- 4) BUSINESS COMMERCE DAILY
- 5) FEDERAL DOMESTIC ASSISTANCE CATALOG
- 6) Brochures published by various agencies
- 7) FOUNDATION DIRECTORY
- 8) FOUNDATION GRANTS INDEX
- 9) FOUNDATION NEWS
- 10) Foundations' newsletters
- 11) Workshops and conferences
- 12) Word of mouth through personal contacts or telephone calls

b. Collection of Information:

- 1) Information is collected primarily by the grants and contracts office.
- 2) Presidents receive information because they are listed on the mailing lists of government agencies.
- 3) Some directors, coordinators and project managers are contacted directly by the funding agencies.
- 4) Faculty members often read or hear about grant opportunities.
- 5) Students occasionally receive information about scholarship programs.
- 6) Social service agencies receive information about opportunities that might be worthwhile for the college district.

c. Dissemination: Dissemination of information means sending relevant information from a receiver to potentially interested users of the information.

2. Restrictions

Dissemination of information in this procedure is limited to that information collected by the grants and contracts office and sent to potential users in the District.

IMPLEMENTATION

1. Responsibility

- a. The grants and contracts office is responsible for the collection and dissemination of information on funding opportunities.
- b. Presidents and Directors are responsible for evaluating information received and deciding whether to develop a proposal.

2. Sequence of Events

- a. Grants and contracts coordinator receives, reviews, and evaluates information regarding each funding opportunity.
- b. Grants and contracts coordinator sends information to appropriate Presidents, Directors, and/or other interested persons.
- c. President or Director receives, reviews, and evaluates funding opportunity information to determine if opportunity falls within the goals, objectives and priorities of the program.
- d. President or Director reports to grants and contracts coordinator if interested in submitting an application.
- e. Grants and contracts coordinator secures proposal guidelines from funding agency if there is an interest.
- f. Grants and contracts coordinator sends guidelines to President or person assigned to manage proposal development.
- g. President or persons assigned to manage proposal development (project manager) implements a proposal development plan designed in accordance with 5100 series procedures.
- h. Grants and contracts coordinator maintains a file of all proposal guidelines received from funding agencies.

FORMS/REFERENCES

None.

Adopted: September 7, 1977

SUPERSEDES:
New Procedure