



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 4 – Instructional Services

5120.3 - DEVELOPMENT OF PROJECTS FOR GRANTS AND CONTRACTS

This procedure outlines the planning tasks that must be completed BEFORE a writer is assigned to write a proposal.

FUNCTION

1. Definition

- a. Project Manager: Any staff or faculty person assigned by a president or director to develop a project for grant or contract funding is a project manager. Generally, the manager will be responsible for a project in his/her area of specialization and will manage the project if it is funded.
- b. Proposal Writer: A professional writer assigned to put the plans for the project into a proposal format. The writer will be assigned after the planning encompassed in this procedure is completed by the project manager.
- c. Grant and Contract Project Manager's Guide (Form - 5100.2a): An outline to be followed in the step by step development of the project plan, developed to help project managers in their planning. This is a general outline designed to cover all the major areas needed in developing a proposal narrative and rationale.

IMPLEMENTATION

1. Responsibility

- a. President or director is responsible for the:
 - 1) General management of the proposal development
 - 2) Appointment of one of his/her staff or faculty to manage development of project proposal and management of project if funded
 - 3) Reviewing of project plan when it is developed
 - 4) Requesting of the assignment of a writer after plan has been developed

b. Project manager is responsible for:

- 1) Creating the idea for the project
- 2) Planning the project by using the project manager's planning guide (Form 5100.2a)
- 3) Consulting with the grants and contracts coordinator on the development of the plan
- 4) Consulting with Human Resources on classification and salaries of personnel in project
- 5) Consulting with facilities and equipment services on facilities needed for the project
- 6) Consulting with purchasing on equipment and supplies needed for project
- 7) Consulting with planning and evaluation services for statistical information
- 8) Consulting with any other staff or faculty required to successfully plan the project
- 9) Having the plan reviewed by the president or designee and the grants and contracts coordinator

c. Grants and contracts coordinator is responsible for:

- 1) Consulting with project manager on the development of project plan
- 2) Reviewing plan and assuring compliance with funding agency guidelines and District policy/procedures
- 3) Assigning a writer if requested to write proposal

2. Sequence of Events

- a. President or director appoints a project manager to plan project proposal
- b. Project manager, in consultation with President or director, grants and contracts coordinator, and others, creates the idea for the project.
- c. Project manager develops a detailed plan of the project by using the Project Manager's Planning Guide (Form 5100.2a).
- d. Project manager consults with one or more of the following and obtains their approval:
 - 1) Human Resources for classification and salary data
 - 2) Facilities and equipment services for facilities planning
 - 3) Business services for budget format, overhead rates, etc.

- 4) Planning and evaluation services for statistical information and research and evaluation design
 - 5) Grants and contracts coordinator for general project design and strategy
 - 6) Other persons on campus or in community who may be able to make a contribution
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- e. President or director reviews completed plan and approves.
 - f. President or director requests a writer to write proposal.
 - g. Grants and contracts coordinator secures suitable writer, if necessary, in consultation with project manager and allocates funds to pay writer.
 - h. Grants and contracts coordinator employs, assigns, and keeps time cards on writer.

FORMS/REFERENCES

1. Form 5100.2a - GRANT AND CONTRACT PROJECT MANAGERS PLANNING GUIDE.
(Stocked and issued by District office, Grants and contracts coordinator.)

Adopted: September 7, 1977

SUPERSEDES:
New Procedure