The Institutional Grants and Sponsored Projects Office was established to serve the College as the clearinghouse for all grant activities and information. It is good to hear of your interest and to have the opportunity to inform you of the process in place.

There is a First Writers/First Readers group (the Grants Committee) working on the development of a Dine College Grants Manual. That work will go on throughout the academic year. Until the Grants Manual revised draft is produced and the entire document is complete and approved and adopted, we have some basic guidelines in place. These guidelines apply to all proposals developed that impact the College, both to proposals internal to the College and to proposals developed with external institutions as College partners, proposals with the College as lead institution and those involving the College’s funded activities under subcontract from another institution.

The College currently has four baseline criteria for proposals and two additional requirements.

The four baseline criteria are:
1. A proposal must be directly linked to the mission and strategic goals of the College.
2. A proposal must be academic in nature or connected to academic support.
3. A proposal must directly impact students.
4. A proposal must include a plan of sustainability (or explain why one is not necessary) beyond the funding period.

The two additional requirements are:
1. Grant Managers (PI/PD/PMs) must be regular employees in good standing of the College before becoming grant managers. Academic research grants will be managed by Ph.D. or Masters level faculty depending upon the requirements of the awarding agency.
2. The proposal must clearly outline the costs the proposal will expect of the College. For example, will the College be required to find space for this project? Does the College take on the responsibility for providing furnishings? Are major facility renovations required? Will utilities be involved? Will extra use of College vehicles be incurred by approving this project?
It will be important for you to clearly address these requirements within the text of the internal approval forms so that your readers who are to approve the proposal internally for submission to the funding agency can clearly find your rationale. For example, mention of the four baseline criteria should be made in your proposal abstract, unless RFP space or other requirements prohibit, and in your two required approval forms in the brief description or abstract area.

Please contact Mr. Thomas Bennett, Director of the Shiprock Branch Campus Learning Center, for information concerning the operations of the Diné College Institutional Review Board. Mr. Bennett, Chair of the College IRB, will acquaint you with the procedures for clearing your proposal to begin the administrative approval process. If your proposed project pertains to research involving human subjects a full review of your proposal must take place before the College IRB. It will be important also to contact Dr. Mark Bauer, Division of Math, Science and Technology, for information concerning the Navajo Nation Human Research Review Board requirements. Both Mr. Bennett and Dr. Bauer have worked in their respective review board areas for many years and are strong resources for the College and its grants programs.

We are currently using two forms for the administrative approval process. The first is the Pre-Proposal Concept Approval Form, Form DC-IGO-0001. It must be filled out, reviewed and approved by me, and approved (signed by the approving authorities in your line of supervision) before you move forward with the writing of the proposal. After that initial level of approval the proposal writing begins. The second form is Form DC-IGO-0002, the Grant Planning and Approval Form. It must be filled out and reviewed and approved by me before being attached to the completed proposal for its approval at the applicable signatory levels of the College. The administration has requested a minimum of ten full working days for the second/final level of approvals to be sought. Begin two full weeks before your deadline for submission so that approvals are obtained in time for either paper or electronic submission to be successful.

The forms in e-format can be adjusted to any approval signature requirements. For example, if the proposer is a member of the faculty the signature lines required will be those for the proposer, the IGO Director, the Chair, the Dean, the VPASP and the President. Please make those adjustments to the forms before seeking approvals. Approvals should be sought in upward line of supervision. The proposer signs first, then the IGO Director before further approval signatures can be sought.

During the proposal development process it is important to maintain collegial relationships within the College. In order to ensure collegiality, a proposer must provide copies of Form DC-IGO-0001, the Pre-Proposal Concept Approval Form, as it is disseminated for approval signatures to areas of the College
impacted by the proposal. This will allow impactees through their own line of supervision an opportunity for involvement in the proposal development process.

Here are the steps to obtain approval to submit a proposal for funding, in order:

1. Email me at amcneill@dinecollege.edu for expandable copies of the two required approval forms.
2. Fill out and sign Form DC-IGO-0001, the Pre-Proposal Concept Approval Form, and send it to me electronically for review.
3. I return it (perhaps with suggestions) and we work on it until it is ready for approval signatures. I will sign and return the document to you electronically.
4. Provide impacted areas of the College with courtesy copies of that form, preferably electronically. Run that form (with courtesy copies noted) through the pre-proposal approval signature process.
5. Provide me with the original of the approved form (with all approval signatures) for the IGO files and keep a copy for your files.
6. Begin writing your proposal, following standard collegiality protocols.
7. Allow enough time for the final proposal approval signature process---you must allow at least ten business days before your planned submission date.
8. Send me a copy of your final draft proposal for review and possibly suggestions.
9. Fill out and sign Form DC-IGO-0002, the Grant Planning and Approval Form, and send it to me electronically for review.
10. I return it (perhaps with suggestions) and we work on it until it is ready for approval signature. I sign it and return it to you electronically.
11. Attach Form DC-IGO-0002, the Grant Planning and Approval Form, to the final proposal and run it through the approval signature process.
12. Provide me with the original of that signed approval form (with all of its approval signatures) and a copy of the full proposal for the IGO files before submitting the proposal to the funding agency.

These guidelines work for both paper and electronic proposal submissions with a little adjusting. If your proposal must be submitted electronically, please contact me as soon as you decide to propose because procedures must be cleared for you under the new Grants.gov guidelines or other relevant process in that case.

It is always exciting to see new proposals develop and I am looking forward to hearing from you.

Thank you,
Amanda McNeill, Director
Institutional Grants and Sponsored Projects Office