

GRANT PROPOSAL DEVELOPMENT and APPROVAL PROCESS

Institutional Grants and Sponsored Projects Office

Diné College

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 know of your interest and to have the opportunity to inform you of the process in place.

Work is ongoing on the development of a Dine College Grants Manual. 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. 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.

You must address these requirements clearly when filling out and submitting the internal approval form. That form must be filled out, reviewed and approved according to the form's instructions. Both the form and instructions are posted on the IGO web page.

Please contact Mr. Cameron Daines, Vice President of Institutional Advancement, for information concerning the operations of the **Diné College Institutional Review Board**. Contact Dr. Mark Bauer, Science Division, for information concerning the **Navajo Nation Health and Human Research Review Board** requirements.

Please contact the Director of the Institutional Grants and Sponsored Projects Office, Amanda McNeill, should you have any questions.