

**GRANT or CONTRACT PROPOSAL DEVELOPMENT and
APPROVAL PROCESS**
Grants Development and Special Projects
Office of Institutional Advancement
Diné College

My office, **Grants Development and Special Projects**, has been set up to serve the College as the clearinghouse for grants and grant information. It is good to hear of your interest and to have the opportunity to inform you of the process in place.

First you should know that there is a First Writers/First Readers group 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 policy section goes through the Policy Documents Review Process and is approved, 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.**

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 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 permanent 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 **address these requirements within the text of the proposal** so that your readers (who are to approve the proposal both internal to the College and then at the funding agency level) can clearly find your rationale early in the proposal itself. For example, mention of the four baseline criteria should be made in your **proposal abstract** (brief description) unless RFP space or other requirements prohibit.

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**, and it should be filled out, reviewed by me, and approved (signed by the approving authorities in your line of supervision) before moving forward with the writing of the proposal. After that initial level of approval the proposal writing begins. The second form is the **Contract or Grant Planning and Approval Form**, which should be filled out and reviewed 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 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.

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 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. Fill out the **Pre-Proposal Concept Approval Form** and send it to me electronically for review.
2. I return it (perhaps with suggestions) and we work on it until it is ready for approval signatures.
3. 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.
4. Provide me with the original of the approved form for the IGO files and keep a copy for your files.
5. Begin writing your proposal, following standard collegiality protocols.
6. Allow enough time for the final proposal approval signature process---you must allow at least ten business days before your planned submission date.
7. Send me a copy of your final draft proposal for review and possibly suggestions.
8. Fill out the **Contract or Grant Planning and Approval Form** and send it to me electronically for review.
9. I return it (perhaps with suggestions) and we work on it until it is ready for approval signature.
10. Attach the Contract or Grant Planning and Approval form to the final proposal and run it through the approval signature process.
11. Provide me with the original of that signed approval form 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
Grants Development and Special Projects
Office of Institutional Advancement
Diné College