### Rio Hondo Process for Competitive/Non-Competitive Grant Proposals

**1. Idea/Concept Stage**

- **Faculty or Staff Member** Contacts Grants Director to record interest in:
  - Creating or developing new initiatives
  - Obtaining support for existing programs
  - Obtaining equipment or resources
  - Applying for continuation funding (e.g., Title V, Perkins, CCCCO)
  - Partnering with other entities (e.g., Corp., Private funding)
  - State Intergovernmental Agreements/Contracts (e.g., State Agencies)

1. **Faculty or Staff Member** discusses idea with supervisor and/or Dean to inform broader Rio community and to obtain feedback *If there is support to proceed,*
2. **Grants Director** presents concept to appropriate **VP** (Academic/Student Svcs.) *If approved,
3. **RD Technician** creates database file for the idea in GRANTSNavigator and Provides information on the pre-award process

**2. Targeted Planning**

- **Faculty or Staff Member**
  - Meets with Grants Director to discuss/identify funding opportunities
  - Reviews RFA
  - Develops specific plans and objectives
  - Maps out participants and deadlines

For each identified funding opportunity:

1. **Lead Faculty or Staff Member** together with the **Grant Director** completes the **Launch Pad form**
2. **Lead Faculty or Staff Member** discusses Launch Pad form with supervisor and obtains signature
3. With approval of the Lead Faculty or Staff Member’s Instructional Unit, the **Grants Director** submits Launch Pad to appropriate **VP** for President’s Cabinet meeting for:
   - Comments
   - President’s approval to go forward
4. **VP** submits the **Launch Pad Form signed by the President** to the Grants Office for recording in GRANTSNavigator.

**3. Application**

- **Lead Faculty or Staff Member** Prepares application/proposal with support from Grants Development Office

- **Grants Director**
  - Routes application/proposal for review and approval by
    - **VP**
    - Fiscal Services
    - Instructional Unit
  - Submits Proposal
  - Announces proposal submission on Grants Department website

**Post-Award Processes**

1. **Award Notice** filed with
   - Grants Development Office
   - Fiscal Services and
   - Project Manager
2. **Lead Faculty or Staff Member** completes Post-Award Reports and sends copies to
   - Grants Development Office
   - Fiscal Services

**Declined – DEBRIEF**