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Operational Memorandum	OM: 1.D.1
Sacramento City College	Adopted: 05/05/2022

Title: Grants Feasibility Review Process

Date: 04/07/2022

Memorandum:

To: Michael Gutierrez

Executive Council

From: President's Cabinet

Planning, Research, and Institutional Effectiveness (PRIE) Office

Purpose: To establish a feasibility review process before major (based on dollar amount--TBD) grant opportunities are pursued.

Background: SCC does not currently have a formal process or time-line for reviewing grant applications, communicating grant opportunities, or ensuring that grant funding aligns with our Mission, Vision, and Values.

Policy: Prospective grant applicants will follow the process outlined below, including filling out the attached form, getting signatures, and adhering to the approved timeline.

Process: When prospective grant applicants learn of an opportunity they may wish to pursue, they should initiate this process as soon as possible, given that grant timelines are often short.

Prospective grant applicants will communicate their request to their supervisor and complete the attached form (attachment). If the supervisor supports the request, they will sign the form and forward to their AVP or direct supervisor. If the AVP or direct supervisor supports the request, they will sign the form and route it to the PRIE office and to the Office of the President. This will trigger two simultaneous reviews:

(Review 1) The President and executive team will conduct a feasibility review to determine if the grant opportunity aligns with the college's mission, vision, and values, and will help the college achieve one or more strategic priorities; what the human resources impact might be; and whether the grant adds value to the college's existing grants portfolio. The President and his executive team may request a follow-up conversation with the grant initiator.

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Process continued:

(Review 2) The PRIE Office will conduct a data needs assessment, including a review of data needed for the application, external reporting requirements, and ongoing research support needs, including potential data sharing agreements.

The PRIE Office will share feedback with the President. A decision whether to pursue the grant opportunity will be made within 5 business days of receiving the grants feasibility request form. This may be expedited depending on the length of the grant application period. This decision will be communicated to the grant initiator, the grant initiator's supervisor, and the PRIE Office. The PRIE Office will inform the District Grants Office of the intent to apply for the grant opportunity.

Point of Contacts:

Malissa Kekahu, Executive Assistant

Gayle Pitman, Dean of PRIE

Vote:

4 *Yeas*

0 *Nays*

0 *Abstentions*