Proposal Development Process/Flowchart

**Develop Project Concept**
- Project Concept Form completed

**Locate Funding Opportunity**
- Grants Department identifies funder
- GRCC faculty/staff identifies funder
- GRCC is asked to partner on a grant opportunity

**Determine Eligibility**
- Yes
- No
  - Grants Department facilitates initial meeting with project team
  - Team proceeds with project
  - OR
  - Team does not proceed with project, opportunity filed for later consideration

**Proposal Development Begins**
- Proposal Planning
  - Proposal team identified
  - Roles established
  - Partners contacted
  - Meetings scheduled
  - Project set up in Google Drive

**Begin Drafting Proposal**
- Grants Department creates & distributes templates
- Timeline distributed
- Data to support proposal gathered

**Identify Activities & Deliverables**
- Grants Department liaises with team to develop proposal
- Grants Department writes or assists with writing the proposal

**Develop Budget & Justification**
- Grants Department announces the award, post-award meeting held with project director/coordinator, project is implemented

**Final Review & Edit**
- Seek Final Approvals
- Proposal Submitted

**Identify outcomes & evaluation plans**
- Yes
  - Team proceeds with project
- No
  - Team does not proceed

**Participate in Grants Lab Session**
- Seek Approval of Dean/Supervising Administrator, Provost

**Participate in Grants Lab Session**
- Grants Department identifies funder
- GRCC faculty/staff identifies funder
- GRCC is asked to partner on a grant

**Identify Proposal Awarded**
- Grants Department notifies team and requests reviewer comments, team determines feasibility of re-applying or pursuing other grant opportunities