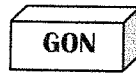


GRANTS DEVELOPMENT, REVIEW, SUBMISSION PROCESS

GRANTS DEVELOPMENT

Grants Development Office sends out the



Grant Opportunity Notice

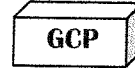
and



Grant RFP Distribution List

Grant Team/Principal Investigator/Administrator notifies the Grants Development Office of intent to pursue grant opportunity aligned to institution's strategic goals and mission.

Grants Development Office advises the Grant Team of targeted date for the



Grant Concept Paper

to be presented to President's Cabinet/Leadership.

The Grants Development Office prepares the Grant Concept Paper (GCP) with input/data from the Grant Team. The GCP is a tool designed for use during the development of the grant to advise on the project scope and anticipated budget, including possible matching/cost sharing requirements and indirect costs. This venue of communication affords the opportunity to President's Cabinet/Leadership for issuance of debate, questions and provision of support for the proposed project.

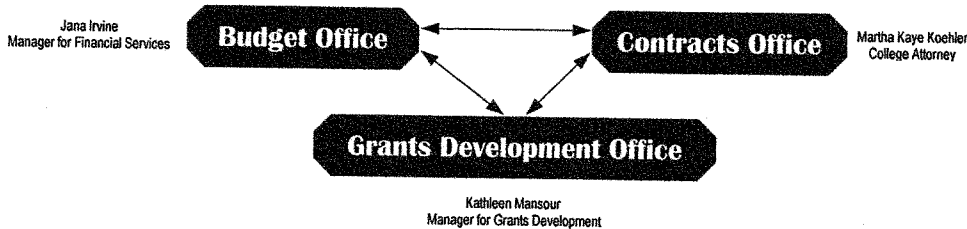
No grant will proceed for final review and signature without review by President's Cabinet/Leadership via GCP.

For grants submitted in partnership with the HCC Foundation (501-c-3), the Grants Development Office will notify the HCC Foundation Executive Director of the GCP approval by President's Cabinet/Leadership so that the GCP can be submitted to the HCC Foundation Board of Directors for review and approval to submit.

Grants Development Office advises the Budget Office and the Contracts Office of the grant development in progress, submission deadline date and anticipated grant review dates.

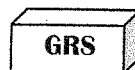
GRANTS REVIEW

Grants Review Process is a 3-prong concurrent review coordinated through the Grants Development Office upon receipt of the final draft of the grant proposal. The final grant proposal draft must include all forms and attachments, as well as copy of the RFP guidelines and application.



Upon completion of the initial grant review, requests for clarification and recommendations for changes are forwarded, if needed, to the Grants Team.

Review process is finalized with written concurrence by signing off the



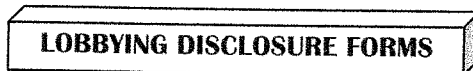
Grant Review Sheet

by the Budget Office, Contracts Office, and Grants Development Office.

GRANTS SUBMISSION

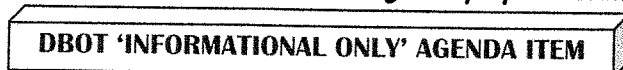
Upon receipt of the GRS and the final grant proposal with all forms and attachments, the Executive Director for Marketing and Public Relations proceeds to obtain signature from the College President. No grant will be signed by anyone, other than the College President, until the substitute signer has contacted the College President and assured that the College President is aware that the grant is being submitted under the name of the College.

For federal grants, the contractual law firm completes the



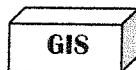
required

Upon receipt of copy of the complete grant packet submitted to the funding entity by the Grants Team, the Grants Development Office prepares the the District Board of Trustees (DBOT).



to advise

For federal grants, upon request the Grants Development Office prepares the



Grant Information Sheet

to provide the