

Diné College

INSTRUCTIONS for GRANT PROPOSAL APPROVAL FORM

INTRODUCTION

Role of IGO

- The Institutional Grants Office (IGO) was established in 2010 by the President and Executive Committee of Diné College to provide effective central grants administration in order to increase knowledge and information through research, to enhance student learning experiences, and to support multi-site functions of the College.

Grant-writing at Diné College

- Grants have played an important role since 1968 when Diné College was established in advancing the College's capability to improve and enlarge educational opportunities for students. The College administers grants in three general categories:
 - Research. Research projects vary in scope and may prepare students for future transfer and eventual STEM employment as well as succeed in conserving traditional knowledge with the support of grant funding.
 - Program/Project Development. Academic degree and certificate programs have been developed and established through grant funding as have programs for advising and retention.
 - Capital (construction and infrastructure improvements). Grant funding also supports facility construction and infrastructure development, allowing for reliable distance education modalities and contemporary electronic capability and the creation of educational facilities that are both current and aesthetically pleasing. The new Senator John Pinto Library was built utilizing grant funds.
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1. GRANT PROPOSAL - CONCEPT OVERVIEW

- a. Grant Proposal Title**
 - Your proposal's title should be as short as possible for administrative purposes. Encourage your proposal writing team to limit the title's descriptive length.
- b. Proposed PI or PD**
 - Check with the College to learn the currently allowable percentage of grant activity for a Principal Investigator (PI) or Project/Program Director (PD).
 - Points of Contact: David Kemei, Grants Accountant, (928) 724-6681, E-mail: dkemei@dinecollege.edu, and Amanda McNeill, IGO Director, (505) 368-3524, E-mail: amcneill@dinecollege.edu
 - The proposal may not suggest a workload percentage above the allowable percentage.
- c. Proposed Alternative PI or PD**
 - Providing the name of a first PI/PD alternative is required. Providing the name of a second PI/PD alternative is optional.
 - The proposed alternative PI or PD is subject to the same workload percentage guidelines. It is sometimes difficult to find another qualified employee who is willing to serve as a stand-in for the proposed PI should need arise; however, it is important to realize that the College is committed to reducing the impact of

“orphan” grants on the college community and a good effort to identify an alternative PI or PD is required.

- d. Proposed Duration and Dates**
 - Give the start and end dates and describe the number of months/years the project will be active.
- e. Type of Project**
 - Check all the boxes that apply to your proposal.
 - A new project is one that is just beginning; a continuing project could be the second year of a four-year previously approved proposal.
 - If you check the “Other” box, include a description that provides a clear picture of the type of work you are proposing.
- f. Proposal Type**
 - Academic proposals are involved in research, degree program and curriculum development, faculty development and student enrichment.
 - Academic support proposals can span a wide range of proposal types: facility construction, infrastructure development, student support, and community service are a few examples.
- g. Partnership**
 - Partnership: Used in this context the term “partnership” has a specific meaning. What other institution or other non-profit organization or corporation is joining with the College to accomplish the proposed activities? That entity will also be a recipient of the grant award.
 - Lead Institution: The lead institution receives the funding from the award and if there is a partner involved, will disburse the share described in the proposal to its partner(s), the sub-recipient institution(s).
 - Sub-recipient Institution: The partner receiving award funding from the lead institution.
- h. Brief Description of Proposal**
 - Insert your proposal’s abstract here. Lacking an abstract, give a short description of your methods and activities and expected impact.
- i. Mission Alignment**
 - Familiarize yourself with the College’s Mission Statement. How does your project assist the College in fulfilling its mission? Be specific.
- j. Correlation to Strategic Goals**
 - The College has adopted six strategic goals. Read over them and choose the best fit(s) for your proposed project.
- k. Description of Proposal**
 - Insert a more detailed description of your proposal. Expand upon the information entered into (h) “Brief Description of Proposal” and identify outputs (deliverables) and outcomes (strategic benefits) of the proposed grant.
- l. Impact on Diné College Programs**
 - **The College requires the courtesy of advance planning.** Without a full proposal in their hands, your reviewers need to know how the budgets and personnel of other divisions/departments will be impacted should your proposal be awarded. For instance, if water is required for your proposal activities, does the College have water lines to your activity site? Will personnel in other areas of the College be required to accomplish your activities? Be mindful of College budget constraints and disclose all possible impacts.

2. GRANT PROPOSAL - FUNDING OVERVIEW

- a. Approximate Budget Request**
 - Provide a monetary amount that will cover the duration of your proposed activities.
- b. Matching Funds Required**
 - Some funding agencies require their awardees to provide funds to match the award amount or a certain percentage of the award. It is necessary for the

College to know about this requirement up front so that an assessment of affordability may be completed before the proposal is approved.

- Note: The College does not routinely approve proposals carrying a matching funds requirement.

c. Total Cost Sharing Required

- Cost sharing can impose a heavy burden in terms of funds (cash match) and personnel hours (in-kind match). The College must have an accurate picture of cost sharing involved before a proposal can be approved.

d. Funding Details

- Check all boxes that apply and fill in all fields that apply to your proposal. Some proposals obtain funding from more than one source.
- Federal Agency Name: Examples: U.S. Department of Education, U.S. Department of Agriculture
- State Department/Division Name: Examples: AZ Dept. of Transportation, NM Higher Education Department
- Program Name: Examples: Tribal Colleges and Universities Program (TCUP), Fund for the Improvement of Postsecondary Education (FIPSE)
- Competitive Mechanisms: Competitive grants include a rating of grant submissions according to pre-established criteria that results in a rank order potential grantees.
- Sole-source Mechanism: Sole-source grant mechanisms are those that do not require potential grantees to compete against one another to qualify for an award.

e. ICRR Applied

- The Indirect Cost Recovery Rate (ICRR) is a percentage of project personnel costs that can be recovered for the College and the rate is based on a formula including selected facilities and administration costs.
- Contact the following Points of Contact to determine what the current ICRR is: David Kemei, Grants Accountant, (928) 724-6681, E-mail: dkemei@dinecollege.edu, and Amanda McNeill, IGO Director, (505) 368-3524, E-mail: amcneill@dinecollege.edu

f. Required Assurances

- Federal funding sources often require what they term “assurances” as part of the proposal. Assurances may involve a letter of commitment from the College President, letters from partners, forms stating that the College does not pay a lobbyist, copies of previous annual audits.
- Identify any required assurances in the RFP and attach the page of the RFP outlining them to this Grant Approval Form 001.

3. GRANT PROPOSAL - INFORMATION TECHNOLOGY OVERVIEW

a. IT Requirements

- Will your project be utilizing new equipment purchased under the terms of the award agreement? If so, the College’s IT Department will need to know before the proposal is approved. Talk to IT so that they can get an idea how much personnel time might be involved and when.
- Will your project require the College to purchase new equipment as capital assets and/or infrastructure support items to be used for your project? If so, the College must know the details before proposal approval can take place.

b. Information Technology Dept. Informed

- Document the date that you informed IT of any IT requirements in your proposal.

4. GRANT PROPOSAL - PERSONNEL OVERVIEW

- a. **New Personnel Required**
 - If your proposal requires the hiring of new personnel paid under the award (not under the College's regular budget) list all of the position titles, whether each position will be full- or part-time, and the anticipated start/end dates applicable to each position.
- b. **Existing Personnel Involved**
 - If your proposal requires workload hours (staff) and/or workload percentages (faculty) of current College personnel, list the names of the current personnel and time (hours, percentages) for each.
- c. **Diné College Departmental Collaboration**
 - Will personnel and/or other resources from other Diné College divisions/departments be involved in your proposal? List all that apply.
- d. **Continuing Salary Commitment for Personnel**
 - Will your proposal obligate the College to commit to continuing the salary for any personnel hired using award funding after the grant ends? If so, identify the positions and amounts for each.
- e. **Student Employment**
 - Students to be hired should your proposal be awarded will come under established categories of student employment at the College.
 - Contact Human Resources Department if you need information/ explanation of this area. Point of Contact: Perphelia Fowler, HR Director (928) 724-6950, E-mail: pfowler@dinecollege.edu
- f. **Human Resources Dept. Informed**
 - Document the date that you informed HR of all personnel to be involved under your proposal.

5. GRANT PROPOSAL - FACILITIES OVERVIEW

- a. **Campus/Center Impact(s)**
 - If your proposed grant activities will take place at a single campus/center, identify the name of the campus/center, and how the campus/center may be impacted.
 - If your proposed grant project activities will take place at multi-campuses/centers, list the name of each campus/center, and how the campuses/centers may be impacted.
- b. **Additional Space Required**
 - If your proposal will require more space than your workspace currently allows, list what will be needed under your proposal. Check all boxes that apply and describe each in detail.
- c. **College Space Renovation Required**
 - If your proposal will require your/a current workspace to undergo renovation, check the "yes" box and describe in detail.
- d. **Facilities Dept. Informed**
 - Document the date that you informed Facilities concerning all new and/or renovated workspaces your proposal will require.

6. GRANT PROPOSAL - OTHER RELEVANT INFORMATION

- a. **Description**
 - This is where you make your case for approval. Why is your project worth approval? What special benefit to the College and its students will come from your proposed project? Be specific and comprehensive.

7. GRANT PROPOSAL - REVIEW & APPROVAL PAGE

- a. **Proposer**
 - Fill in all fields, sign and date.
- b. **Institutional Grants Office (IGO)**
 - The IGO Director will review for form compliance, sign and date.
- c. **Review and Concurrence**
 - This section includes the proposer's direct line of supervision. Your approval form must be provided to the appropriate personnel for review and concurrence.
 - Note: Concurrence indicates acceptance of the proposal; however, approval of the proposal rests entirely with the College President.
- d. **Office of the President**
 - The President of the College has approval over all proposal submissions. Any proposed project that could be awarded to the College must be approved by the President.
- e. **Retention of Records**
 - Scan the Grant Proposal Approval Form with signatures and send to: Amanda McNeill, IGO Director, amcneill@dinecollege.edu. Send a copy of the completed form even if it has been denied.
 - Retain the original for your records as PI/PD.

8. GRANT PROPOSAL - MODIFICATION PAGE

- a. **Requirements**
 - The completion of Modification Page is required if modifications have been applied to the grant proposal after the Grant Proposal Approval Form has been approved by the College President.
 - Approval of Modification Summary Due: 24 hours before Grant submission
- b. **Modification Type**
 - Check all that apply, describe modifications and/or attach documentation that clarifies each modification.
- c. **Proposer**
 - Fill in all fields, sign and date.
- d. **Review and Concurrence**
 - Your modification form must be provided to the appropriate personnel for review and concurrence.
- e. **Office of the President**
 - If modifications have been applied to the grant proposal after the Grant Proposal Approval Form has been approved by the College President, the Modification Page must be completed with the President's approval.
- f. **Retention of Records**
 - Scan the Modification Page with signatures and send to: Amanda McNeill, IGO Director, amcneill@dinecollege.edu. Send a copy of the completed form even if it has been denied.
 - Retain the original for your records as PI/PD