

## Instructions to Request for Authorization to Apply for a Grant

### When seeking to apply for a grant, please complete the following process:

1. Go to <http://www.sccollege.edu/collegialgovernance> on the SCC website to find the most recent version of the "Request for Authorization to Apply for a Grant" form, or contact the Vice President of area impacted by project for a copy of the most recent form.

2. Email the following individuals with a notification that you are investigating the possibilities of applying for a grant. Please include the name of the grant, a brief summary, and the deadlines.

- Academic Senate President
- Curriculum & Instruction Council Chair
- Department Chair(s) of Department Impacted by Project
- EMPC Co-chairs
- RSCCD Research & Grants office
- Project Administrator/Dean
- Vice President of Area Impacted by Project
- PIE Committee Co-chairs

3. Complete the "Request for Authorization to Apply for a Grant" form.

4. Email the completed "Request for Authorization to Apply for a Grant" form to the following individuals:

- Academic Senate President
- Curriculum & Instruction Council Chair
- Department Chair(s) of Department Impacted by Project
- EMPC Co-Chairs
- RSCCD Resource Development office
- Project Administrator/Dean
- Vice President of Area Impacted by Project
- PIE Committee Co-chairs

5. In the order in which the titles appear, obtain signatures for areas 9, 10, & 11 of the "Request for Authorization to Apply for a Grant" form.

6. Ask the Vice President of Area Impacted by Project to have the grant added to the agenda for College Council (College Council meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month). Best practice requires that you allow for two readings.

7. You may be asked to present this request to the Academic Senate of Santiago Canyon College.

8. At any point during the process, if you decide against pursuing the grant, please notify the following individuals by email:

- Academic Senate President
- Curriculum Committee Chair
- Department Chair(s) of Department Impacted by Project
- EMPC Co-Chairs
- RSCCD Research & Grants office
- Project Administrator/Dean
- Vice President of Area Impacted by Project
- PIE Committee Co-chairs