

RULE

Subject	Grant Application	Number: 6HX14-1.181
Authority	F.S. 1001.64	Date: 8/18/04
History	11/17/87, 10/18/00	
Source	Resource Development	

The following guidelines are to be observed in the grant application process:

1. Concept of grant is presented to Resource Development Committee for approval to develop.
2. The completed grant proposal shall be submitted through administrative hierarchy through the Vice Presidential level for review and approval for submission to the President.
3. Grant proposals thus approved shall be submitted to the President for signature, The President shall review the proposal and may sign the proposal, reject it or return it to the appropriate Vice President with recommendations for further development.
4. In the President's absence, applications may be signed by the appropriate Vice President as set forth in Rule number 6HX14-1.07. In the case of electronic submissions not requiring signatures, the President must approve the submission through hard-copy or electronic correspondence prior to the submission of the proposal.
5. The Board of Trustees must approve the grant packages prior to acceptance of the award. Therefore, the President shall forward the grant to the Board of Trustees for consideration in the form of an agenda item, which has been endorsed by the appropriate College administrative hierarchy.
6. Grants that are awarded to the College will be administered through appropriate supervisors as defined by the grant and the College's official organizational chart.