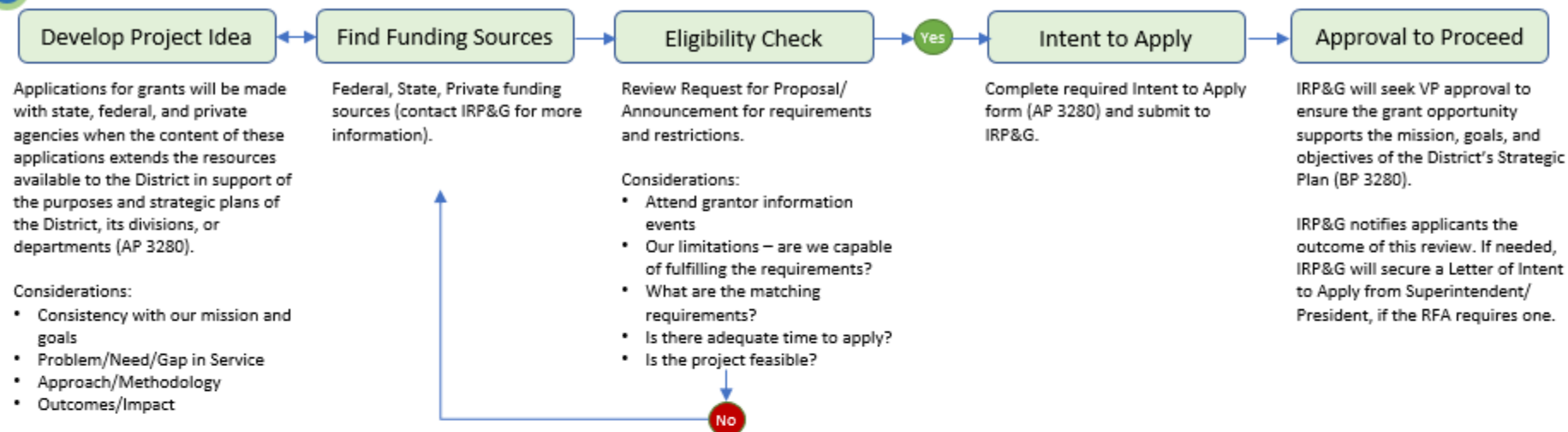


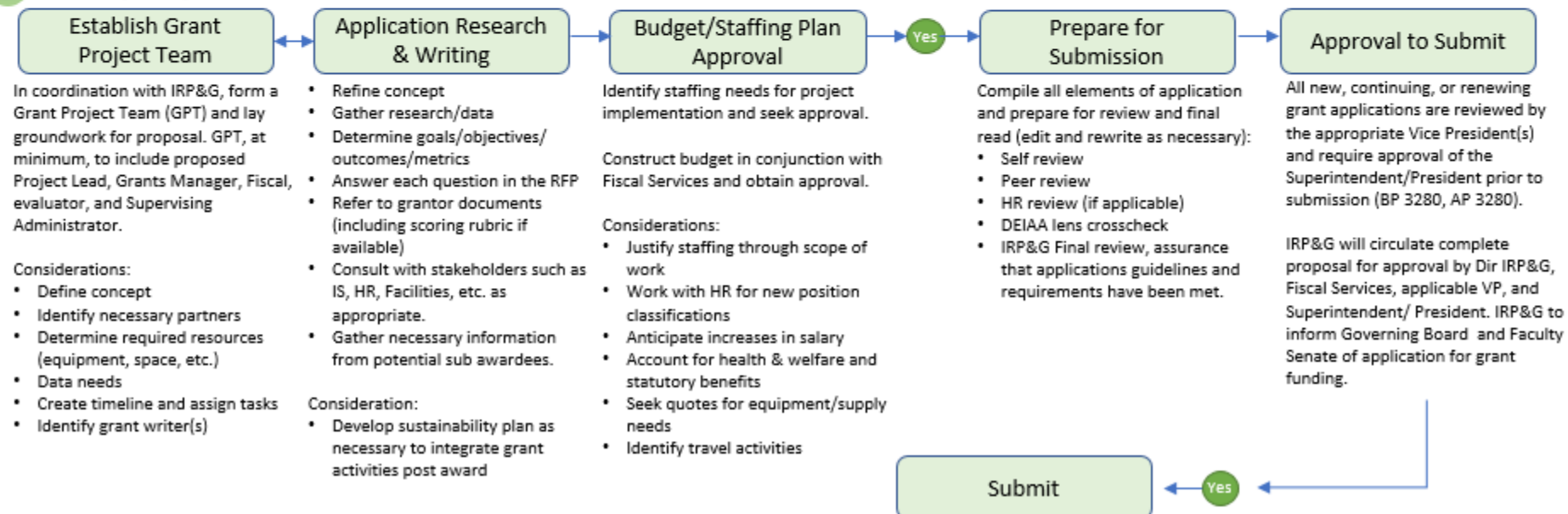
# Grant Life Cycle Flow Chart

## Grant Development (Pre-Award)

### 1 Identify Need



### 2 Develop Proposal

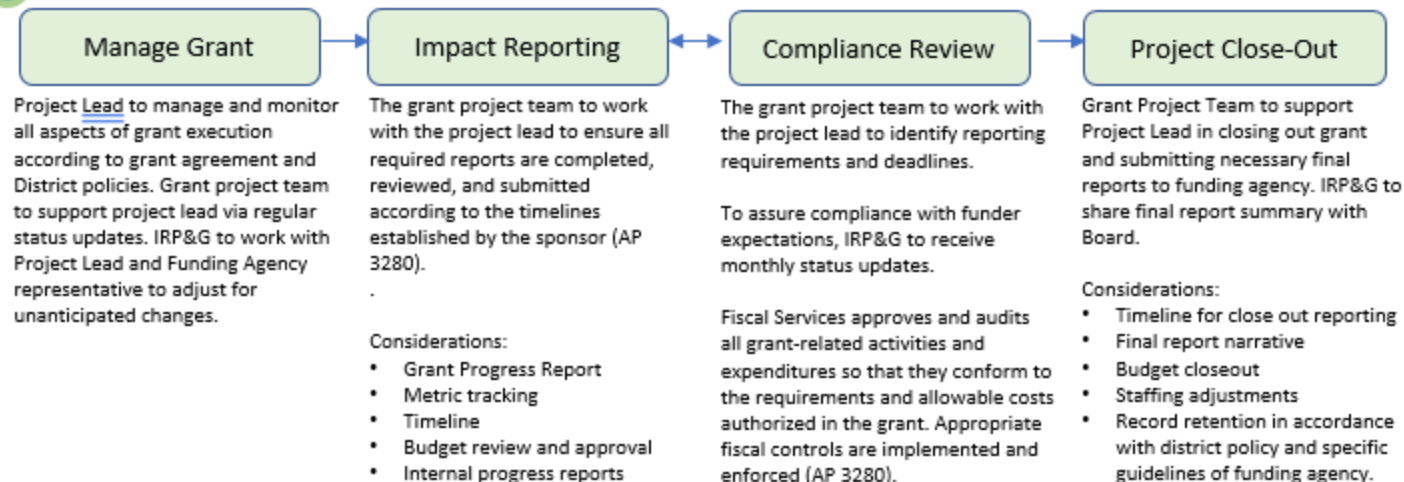


## Grant Management (Post-Award)

### 3 Receive Award



### 4 Execute Project



# Accessible Text Alternative to the Grant Lifecycle Flowchart

## Grant Development (Pre-Award)

### **1. Identify Need**

Recognize gaps in services, strategic priorities, or opportunities that align with the mission and goals of the institution. The goal is to support innovative or expanded programming through external funding.

### **2. Develop Project Idea**

Define the proposed concept and assess feasibility. Identify potential partners, data needs, space/equipment requirements, and desired outcomes.

### **3. Find Funding Sources**

Explore federal, state, and private funding aligned with the project goals. Review grantor requirements and attend informational events if available.

### **4. Eligibility Check**

Assess whether Palomar is eligible to apply under the opportunity, including partnership requirements and applicant type.

### **5. Approval to Proceed**

Submit the Intent to Apply Form (per AP 3280) to IRP&G for VP review. IRP&G coordinates the internal review and notifies applicants of approval status.

### **6. Establish Grant Project Team**

Coordinate with IRP&G to form a team including Project Lead, Grants Manager, Fiscal, Evaluator, and Supervising Administrator. Assign tasks and set internal deadlines.

### **7. Application Research and Writing**

Draft proposal narrative, develop goals, metrics, and sustainability plan. Collect letters of support and required documentation. Coordinate reviews with IRP&G, HR, and stakeholders.

### **8. Budget and Staffing Plan Approval**

Work with Fiscal to build the budget. Ensure proposed staffing aligns with HR classifications and obtain necessary approvals for implementation roles.

### **9. Approval to Submit**

IRP&G routes final proposal and budget for formal review and sign-off by IRP&G Director, Fiscal, VP, and Superintendent/President. Governing Board and Faculty Senate are notified as required.

## **10. Submit Application**

IRP&G submits the application through the required submission portal or provides support for submission by the applicant.

## **Grant Management (Post-Award)**

### **1. Receive Award**

Funding agency issues an award notification. IRP&G negotiates any necessary changes with the funding agency and coordinates Board approval.

### **2. Grant Start-Up**

IRP&G coordinates a launch meeting with the grant project team. Responsibilities, deliverables, budget, and reporting requirements are reviewed. Project number is assigned.

### **3. Training**

IRP&G provides onboarding for Project Leads and staff. Topics include allowable costs, compliance, reporting, HR processes, and documentation best practices.

### **4. Manage Grant**

Project Lead executes activities in alignment with the approved scope and budget. IRP&G and Fiscal support implementation through updates, approvals, and compliance monitoring.

### **5. Impact Reporting and Compliance Review**

The project team monitors progress and meets reporting requirements. IRP&G compiles outcomes and shares final results. Fiscal ensures all expenditures comply with regulations.

### **6. Project Closeout**

The Project Lead and team complete final reports, review expenditures, close out personnel assignments, and ensure records are retained. IRP&G submits summaries to the Board and funder.