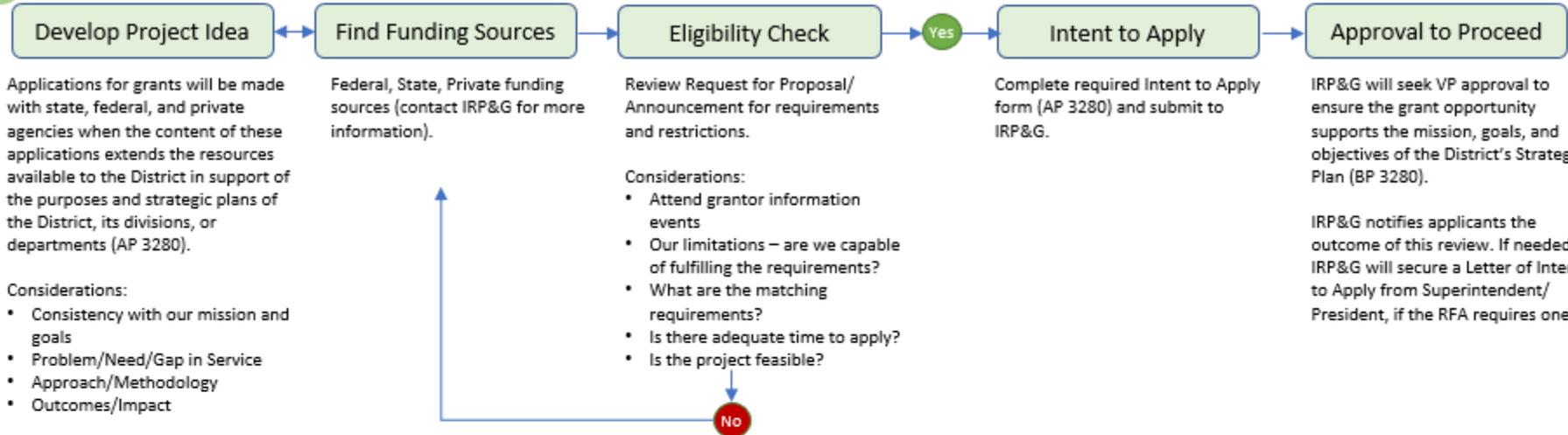


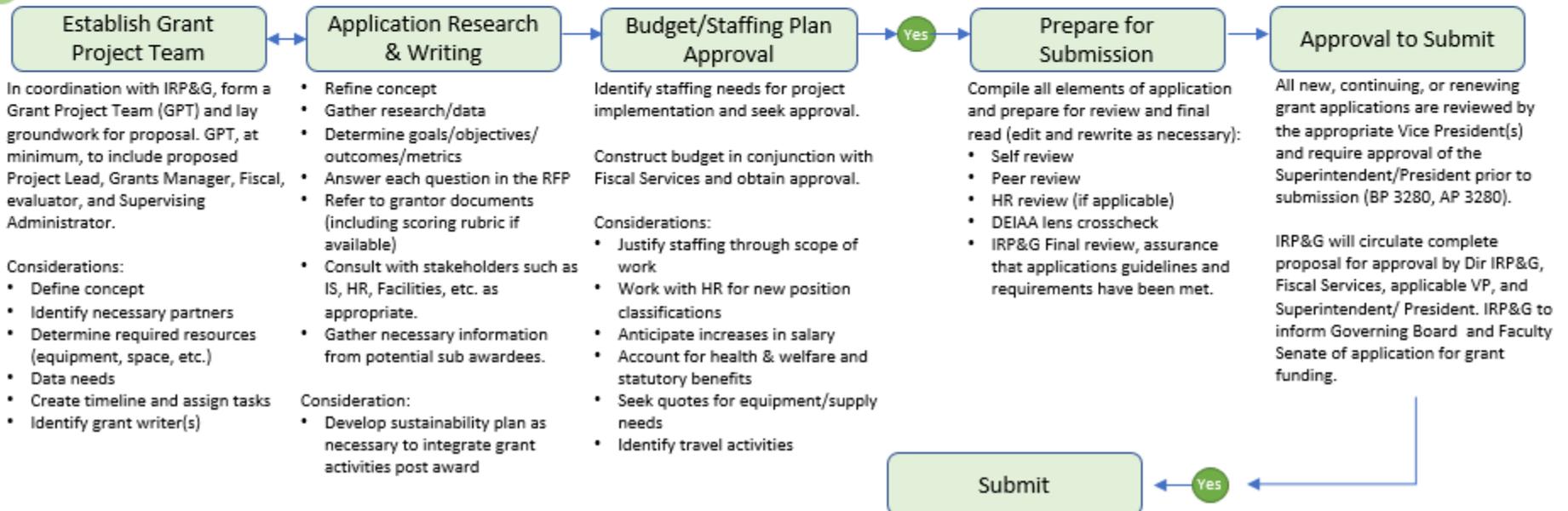
Grant Life Cycle Flow Chart

Grant Development (Pre-Award)

1 Identify Need



2 Develop Proposal

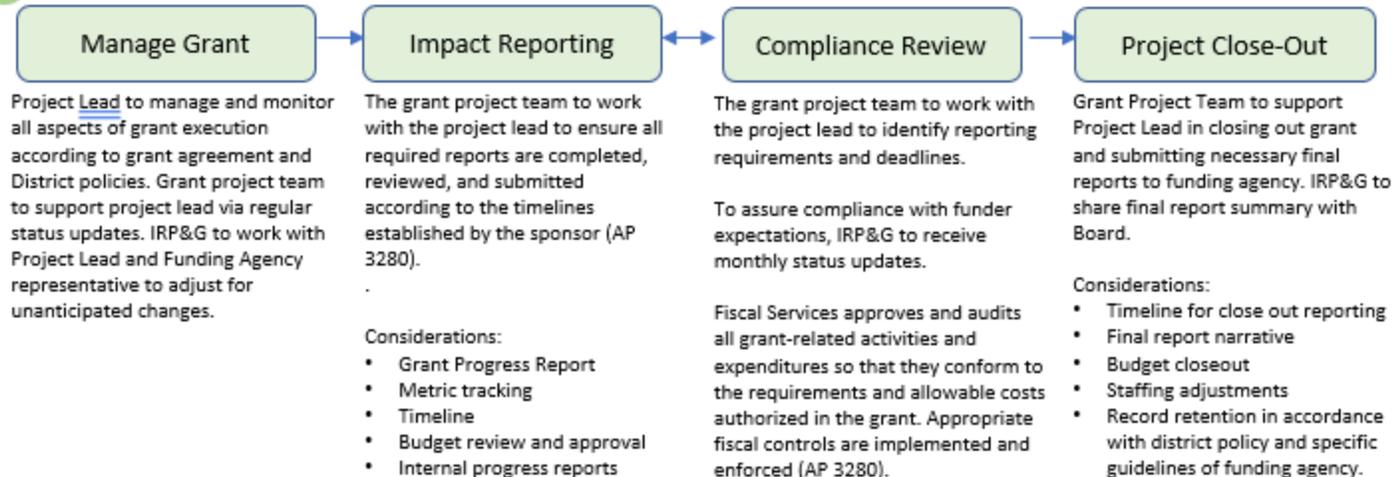


Grant Management (Post-Award)

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.