Title: GRANTS	Number: AP 8.17
Legal Authority: **Education Code Section 70902**	

A. Individuals seeking grant funding (excluding state categorical funding) must adhere to the grants approval and preparation process administered by the Grants and Resource Development Office, which requires consultation with Office of Grants and Resource Development personnel as the first step.

B. In order to pursue competitive grant funding, individuals will need to seek agreement, with the assistance of the Grants and Resource Development Office from the following individuals as relevant to the applicant's program or department or to the proposed project:

- Department Chair(s)
- Dean/Unit Administrator(s)
- Associate Vice Chancellor(s) over relevant area (if applicable)
- Vice Chancellor(s) over relevant area
- Dean of Grants and Resource Development
- Associate Vice Chancellor of Institutional Development or Chancellor
- Controller
- Vice Chancellor of Finance and Administration or designee

C. If the proposed project is Collegewide (engages two or more departments, two or more schools, and/or more than one division) it may be subject to vetting through the participatory governance process as delineated for Collegewide initiatives in the Roles, Responsibilities, and Processes Handbook (see also www.ccsf.edu/rrp). The Office of Grants and Resource Development will advise with respect to following the participatory governance process. The Academic Senate or its president will have opportunity to review grants for impact on academic and professional matters.

D. Board approval or ratification for incoming grants is required as delineated in AP 8.06A (see "Income Generating" section of Table AR-8.06A, Contract Types and District Business Processes). Individuals should consult the Grants and Resource Development Office regarding the necessary steps for seeking Board approval when required.

E. Institutional Development will provide regular, written information-only reports to the Board of Trustees regarding proposals in progress/submitted and grants awarded, including grants that require Board approval to accept the awards per AP 8.06A and those that do not.

More detailed information is posted on the Office of Grants and Resource Development website (www.ccsf.edu/grants).

Recommended by Participatory Governance Council on 2/1/18 New Administrative Procedure