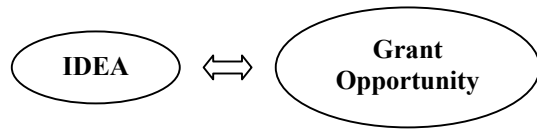


Illinois Central College Grants Development Model

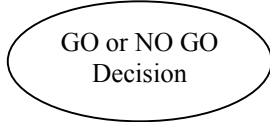
Internal Proposal Development Process



**Principal Investigator/
Grants Writer**

Now ask yourself:

1. Who will actually write the grant?
2. Will other campuses be involved?
3. Who will be on the development team?
4. What is the development timeline?



If yes, then

Questions to ask yourself up front:

1. Does your idea match closely with the Grantor area of interest?
2. Does your idea advance a campus directive?
3. Does your idea advance the College mission and goals?
4. Does your idea affect information technology infrastructure?
5. Does your idea require development of an evaluation model?
6. Does your idea require new resources from ICC?

STEP ONE: Go online to Grants Development Toolbox, (www.icc.edu) go to Administration, scroll down to Grants Development Toolbox) and download the *ICC Grant/Research Proposal* form and fill out.

STEP TWO: Immediately fill out *ICC Grant/Research Proposal* form, sign it, and get the signatures of the Department Chair and Academic Dean. **Send completed document to Grant Development Office for possible review by the IRB.**

STEP THREE: Work with the Grants Coordinator to develop proposal after assembling team, thoroughly reading grant guidelines and deadlines. Be sure to include outside partners/resources when appropriate.

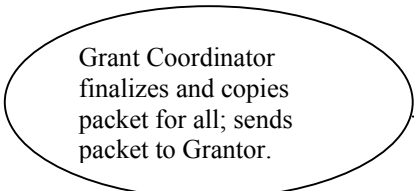
STEP FOUR: Work with Grants Coordinator to get all campus signatures to complete the proposal. **MAKE SURE TO PROVIDE AT LEAST FIVE DAYS FOR INTERNAL REVIEW: WORK WITH THE GRANTS CORRIDINATOR ON THIS.**

Grant Development Office

GDO review for Concept Form – comments gathered and shared with IRB

Grants Coordinator will work with you to address budget issues as identified by team or by accounting office.

**Campus Grants Coordinator/I.R.
Secretary**



GRANTOR