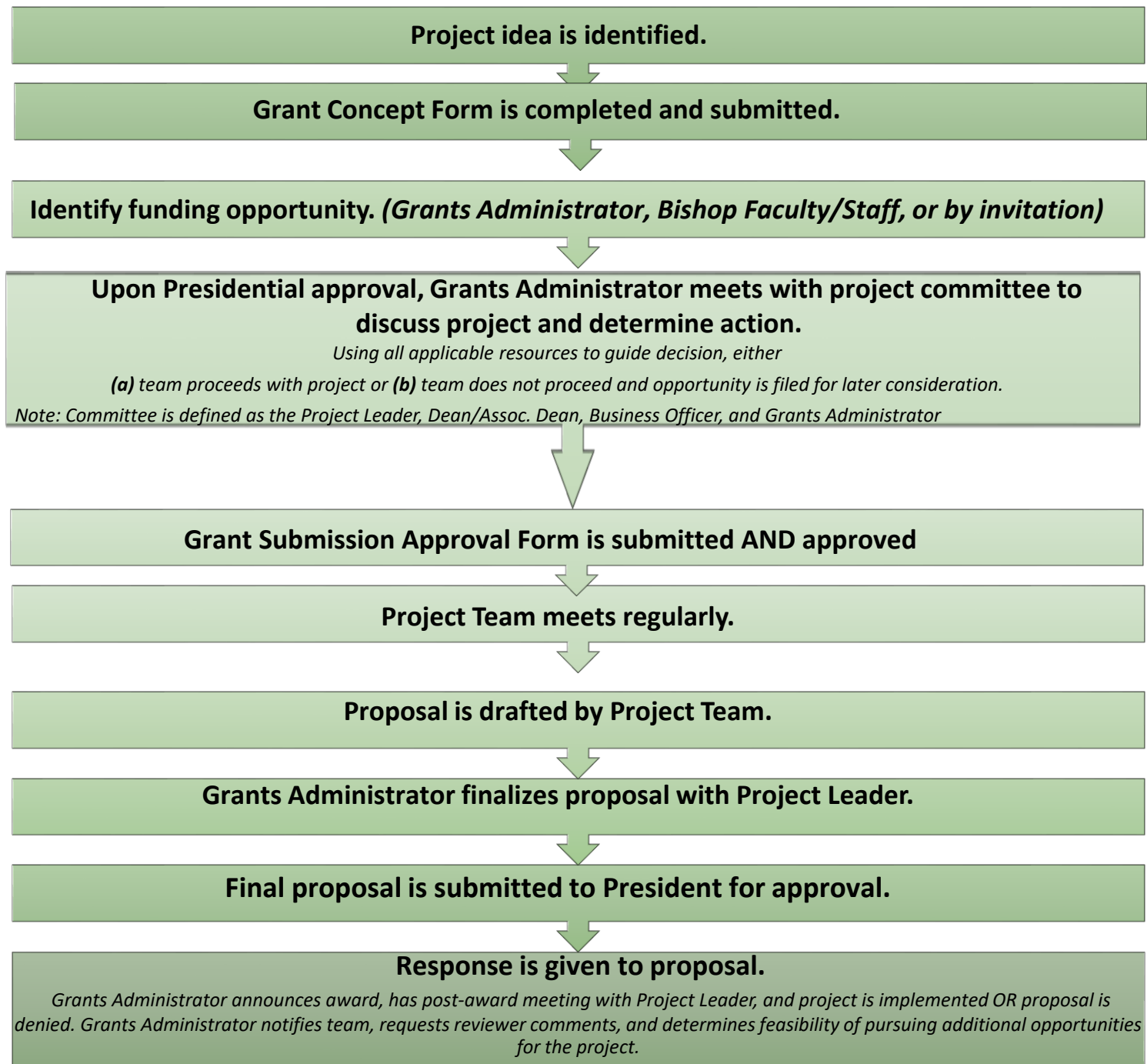


Policies and Procedures for Submitting Grant Proposals

- Bishop faculty, staff, and administrators are encouraged to contact the Grants Administrator about any grant-seeking activities **before** beginning work on a proposal.
- Grant funding sources can be identified in several ways:
 - Grants Administrator conducts ongoing research to locate opportunities and inform faculty/staff.
 - Faculty/staff and community partners identify potential funding sources and request that further research be conducted.
- The Grants Administrator is available to coordinate planning meetings to discuss project ideas, assist with preliminary program and budget development, and to analyze proposals for consistency with College priorities and strategic fit with the requirements of the funding source.
- The Grants Administrator reviews and edits (if necessary) all proposals submitted by the College to ensure that proposals are well-written and complete with information that is compelling to the funding source.
- Final submission of grant is coordinated by the Grants Administrator. *Federal grant requests are submitted by the Grants Administrator/Business Office to ensure that forms are accurately completed, all required documentation is included, and that submission deadlines are met.*



A Great Place To Start™

For more information, contact
Melisa Gaither.
Email mgaither@bishop.edu
Phone 251-405-7081