**Grants Preapproval Process**

**Make up of grant preapproval committee:**

* Director of Grant Development – (Bonnie Berry)
* Director of Budget and Grants – (Kelly Paustain)
* Executive Director of Bellevue College Foundation – (Rebecca Chawgo)
* Invited guests as appropriate (SMEs, specialists, ie. Institutional Research, IT, Facilities, other areas of the college likely to be impacted, etc).
* Case developers present or on call

**Process:**

* All grant concepts or potential opportunities must be supported by a CASE STATEMENT, which is presented to the Grant Preapproval Committee.
* Potential Principal Investigator/Project Manager (PI) develops CASE STATEMENT, submits to Preapproval Committee by last business day of the month by email to grantdevelopment@bellevuecollege.edu.
* Preapproval Committee reviews CASE STATEMENTS prior to meeting.
* Preapproval Committee meets monthly at a set meeting time to review CASE STATEMENTS from the previous month.
* PIs will be notified with a decision from the committee within one week following meeting.
* Possible committee review outcomes:
	+ Request for more information.
	+ Request for modification of the concept.
	+ Approve to develop grant proposal (if grant opportunity has been identified).
	+ Approved for grants office to research potential grant opportunities
	+ Declined:
		- Case not aligned with strategic priorities of the college
		- Case not suitable for grant funding
		- Another case is more competitive for a particular grantor
		- Case requires college executives to review (large grants with impact on multiple college divisions).
* Evaluation of the process/feedback loop