B-Resolution Procedures for Grants

As a result of CCSF’s Board of Trustees passing Resolution Nos. 020228-S5, 021121-S4, and 030130-S4 (see attached), we have developed a decision tree to assist you in determining the necessary action to take with respect to notifying the Board when (1) submitting or amending the terms of grant proposals and (2) generating or modifying grant-funded subcontracts. These guidelines are intended to clarify what you need to do. Below we discuss the format, content, and submission of items that require Board approval (B-Resolutions and matrix items) and “Information Only” items once you have determined the appropriate method for Board approval or review.

Items Requiring Board Approval

The format, content, and submission of items requiring Board approval (B-Resolutions and matrix items) have changed slightly. Per the Chancellor’s memo dated November 26, 2002, you must now include whether or not the B-Resolution you are submitting has undergone Shared Governance review. For proposals, such review is not required, but you must still include that information in the B-Resolution (but not in the matrix). Please see attached examples.

Information Only Items

After you receive approval from your Dean and Vice Chancellor, submit Information Only items to Kelley Karandjeff, Special Projects Coordinator in the Office of Research, Planning and Grants, kkarandj@ccsf.edu. For format, please see the attached sample. For content, use the guidelines below.

For grant applications requesting less than $500,000, include:

- Funding agency
- Purpose statement (one sentence)
- Amount
- Period of Funding

For grant applications requesting $500,000 or more, include:

- Funding agency
- Project purpose
- Brief description of activities
- Partners
Linkage to College priorities; refer to all specific goal numbers that apply contained in:

- the Strategic Plan\(^1\) (<http://www.ccsf.edu/Offices/Research_Planning/planning/strplan.htm>),
- the Annual Plan (<http://www.ccsf.edu/Offices/Budget_Office/annual_plan.htm>), and/or
- the Chancellor’s Goals

(e.g., a proposal focused on service learning might reference “Strategic Plan 2.4, 3.3d, 3.3e; Annual Plan Operational Objectives 1 and 3”)

- Amount of funding
- Period of funding
- Space/match requirements

For further guidance, please contact:

Kristin Hershbell, Associate Dean, Grants & Resource Development
x3677, khershbe@ccsf.edu

\(^1\) Use the most recent Strategic Plan for the College.