Teaching Grant Process

	Professional Development Coordinator	TRC Administrative Assistant	Applicant
Prior to Fall Semester	Convene PDSC		Develop project that can be accomplished during the upcoming academic year
	Email BCC Foundation		
	Receive letter from Foundation regarding budget amount		
	Update PD website		
Fall Week 2	Send out teaching grant call out	Assist PD Coordinator in sending out teaching grant call out	Complete TG Project Concept Form
Fall Weeks 3-5	Confirm TG allocation amount with BCC Foundation		Complete TG Project Expense Form
			Send completed application forms to Department Chair and Dean for Approval
			Send to CAO for Review
Fall Week 6	Teaching Grant Applications Due	Accept & Compile TG Applications	Submit completed & signed TG project concept form a& expense form to TRC prior to deadline
	Clarify and/or confirm information on TG budgets and applications	Ensure all necessary signatures are present	Communicate with PD Coordinator if clarifications of project are requested
	Convene TG Selection Committee	Copy TG applications for selection committee and PDSC review	
		Complete TG review spreadsheet	
Fall Weeks 7-8	Send award letters to approved TG applicants (CC: Department Chair)	Assist PD coordinator in sending award letters to approved TG applicants (CC: Department Chair)	If Approved, receive award letter from PD Coordinator
	Send denial letters to applicants who were not selected for funding (with feedback, if appropriate)	Assist PD Coordinator in sending denial letters to applicants who were not selected for funding (with feedback if appropriate)	If approved, sign and return award letter to TRC c/o PD Coordinator
	Receive Signed Award Letters from applicants	Compile signed award letters from applicants for PD Coordinator	If denied, receive feedback from TG selection committee
	Send signed award letters to Sponsored Programs with TG Budget Spreadsheets		
Fall Week 9	Upon receipt of Awards and Acceptance Letter from Sponsored Programs	Upon receipt of Awards and Acceptance Letter from Sponsored Programs	
	Complete Budget Establishment Form		
	Forward Budget Establishment Form to Budget Office		
	TRC Administrative Assistant listed as purchasing agent	Ongoing: act as purchasing agent for teaching grants	
	PD Coordinator listed as Approver	Informs applicant that budget is established	TRC informs applicant the budget has been established in BANNER

Ongoing		Input budget requests and requisitions in BANNER	Work with TRC administrative assistant to submit purchase requests (to purchase any and all approved materials necessary to complete project)
	Ongoing: Approve grant purchases in BANNER, as appropriate	Informs PD Coordinator when purchase requisitions need to be approved in BANNER	Ongoing: Implement Project
			Ongoing: Gather data on effectiveness of project
Spring Week 12	Confirm budget balances with applicant	Assist PD Coordinator in reviewing budget balances with applicant	Review project budget and findings, all purchases must be completed by June 1
	Request year end grant reports and implementation data from applicant	Assists PD coordinator in the request of year end grant report and implementation data from applicant	Submit final grant report to TRC c/o PD Coordinator
	Work with PDSC to determine application due dates for following Fall semester		
June			
	Share grant reports with BCC Foundation	Assists PD coordinator in sharing grant results with Foundation	
Following Fall Semester			Share your success with campus (e.g., Focus, Faculty/Staff breakfast, TRC workshop, Renewal Day, etc.)