



### Grant process:

The following procedure, which is formatted as a checklist, applies to **all** district staff members (teachers, administrators, central office staffers) who plan to submit grant applications, **regardless of amount**. This procedure does not apply to affiliated groups such as PTAs or school foundations. The procedure and related documents are available at [https://itd.sandiegounified.org/it\\_resources/research\\_and\\_evaluation/grants](https://itd.sandiegounified.org/it_resources/research_and_evaluation/grants).

### Pre-Award

#### Applicant:

- 1. Obtain a copy of the funder's grant application (RFP, RFA, online materials, etc.). For online grant applications, applicants must save a PDF copy of the terms and conditions associated with the grant.
- 2. Consult with any relevant departments on planned activities (e.g., PPO if facilities modifications will be made or IT if technology is involved).
- 3. Consult with other departments, schools, and school leaders who may be affected by grant activities.
- 4. Complete an online Request to Develop a Proposal (RDP)
- 5. Attach the funder's application packet to the online RDP
- 6. The online RDP will be routed to the principal or department administrator for approval
- 7. The online RDP will be routed to the area superintendent or division head for approval
- 8. Submit the RDP to Research and Evaluation Department
- 9. Complete the grant application

#### Research and Evaluation Department:

- 1. Submit RDP to central office leaders who review applications for district implications (e.g., technology, facilities, etc.).
- 2. Notify applicants if issues become apparent
- 3. Submit RDP to the Board of Education for approval

### Post-Award

#### Recipient

- 1. Notify the Research and Evaluation Department of all grant awards by submitting a copy of notification (letter, email, etc.) (Note: **Do not sign and return grant acceptance letters/forms prior to consulting Research and Evaluation**. Special arrangements will be made if quick turnaround is needed.)
- 2. Submit any grant award checks received to the Budget Development Office at the Education Center, Room 3209. Funds must **not** be deposited in ASB accounts. (Checks will be deposited in appropriate site/department accounts.)
- 3. Implement grant activities and complete all reporting requirements

#### Research and Evaluation Department:

- 1. Notify Board of Education of grant awards