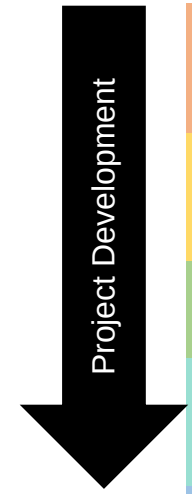
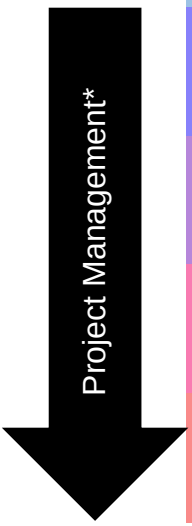
Grants and Contracts Process at Victoria College





Concept	Department/employee communicates a need or idea to the Grants Development Office.
Search	Grants Development identifies suitable funding opportunities, including grants through VCF.
Vetting	Grants Development facilitates discussion whether to develop a formal proposal.
Proposal	Grants Development writes, secures approvals, and submits applications to governmental sponsors.
Notification	Sponsor rejects, negotiates, or awards the request. VC President executes final agreements.
Setup	Grants Development provides orientation to project director. Business Office creates a budget number.
Management	Project director completes approved costs and activities. Business Office reports expenditures.
Closeout	VC submits final performance and fiscal reports to sponsor and records retention period begins.
Audit	VC provides programmatic and fiscal records to sponsor auditors for proof of compliance.

*Not applicable to private/corporate grants administered through VCF. For those grants, departments make expenditures per normal institutional procedures and VCF reimburses the department.