



## Routing Slip for Grant Proposals, Awards & Augmentations

*Identify the Type of Grant and route as indicated below  
with the attachments as listed*

Type of Grant	Route to:	Initials	Attachments
<p><u>New grant</u> (pertains to grants requiring submission of an application or proposal). <i>Grants requiring new applications each subsequent year only go to PBC for the initial year</i></p>	<ol style="list-style-type: none"> <li>1. Immediate manager</li> <li>2. Divisional Dean</li> <li>3. Appropriate VP</li> <li>4. PBC recommends approval or disapproval the President/Superintendent</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>	<p>Grant/Contract Summary Form</p> <p>Grant Agreement if available. If not available, the request for application or announcement should be included.</p>
<p><u>On-going grants</u> (initial grant approval must follow the new grant process), and submission of applications for grants previously approved by PBC</p>	<ol style="list-style-type: none"> <li>1. Divisional Dean</li> <li>2. Appropriate VP</li> <li>3. VP of Business</li> <li>4. President, if required by grantors</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>	<p>Grant Agreement</p>
<p><u>Augmentation</u> of existing grant</p>	<ol style="list-style-type: none"> <li>1. Divisional Dean</li> <li>2. Appropriate VP</li> <li>3. VP of Business</li> <li>4. President, if required by grantors</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>	<p>Request for Augmentation</p>
<p><u>Augmentation</u> of categorical program</p>	<ol style="list-style-type: none"> <li>1. Divisional Dean</li> <li>2. Appropriate VP</li> <li>3. VP of Business</li> <li>4. President, if required by grantors</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>	<p>Request for Augmentation or Request for Reallocated Funds</p>
<p>Categorical programs that do not require an application (payment made through apportionment process)</p>	<p>No approval is needed for the award. However, budget proposals or augmentations filed with the state must be initialed by the following:</p> <ol style="list-style-type: none"> <li>1. Divisional Dean</li> <li>2. Appropriate VP</li> <li>3. VP of Business</li> <li>4. President, if required by grantors</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>	<p>Budget Proposal or Augmentation Request or Request for Reallocated Funds</p>

**A step-by-step guide on approval process for grant proposals, awards and categorical augmentations**

<b>Type of Grant</b>	<b>Who approves the grant?</b>	<b>What documentation do I need?</b>
<b>The approver to initial or sign the following documentation as required</b>		
<p><u>New grant</u> (pertains to grants requiring submission of an application or proposal). Grants requiring new applications each subsequent year only go to PBC for the initial year</p>	<ol style="list-style-type: none"> <li>1. Immediate manager</li> <li>2. Divisional Dean</li> <li>3. Appropriate VP</li> <li>4. PBC recommends approval or disapproval to the President/Superintendent</li> </ol>	<p>A Grant/Contract Summary Form must be completed (additional instructions are included on the form) prior to submission of the grant application. The forms are available at <a href="http://www.miracosta.edu/Administrative/FiscalServices/Downloads/Grant%20Contract%20Summary%20Form.pdf">http://www.miracosta.edu/Administrative/FiscalServices/Downloads/Grant%20Contract%20Summary%20Form.pdf</a></p> <p>Award notification with budget details must be forwarded to Fiscal Services upon receipt.</p>
<p><u>On-going grants</u> and submission of applications for grants previously approved by PBC</p>	<ol style="list-style-type: none"> <li>1. Divisional Dean</li> <li>2. Appropriate VP</li> <li>3. VP of Business</li> <li>4. President, if required by grantors</li> </ol>	<p>Each year, the new Grant Agreement must be initialed by Dean, Appropriate VP and forwarded for signature to VP of Business. It is then returned to the requestor for submission to the awarding agency</p> <p>Note: Certain grants also require signature of Superintendent/President</p>
<p><u>Augmentation</u> of existing grant</p>	<ol style="list-style-type: none"> <li>1. Divisional Dean</li> <li>2. Appropriate VP</li> <li>3. VP of Business</li> <li>4. President, if required by grantors</li> </ol>	<p>Any request for augmentation to an existing grant must be initialed by Dean, Appropriate VP and forwarded for signature to VP of Business. Subsequent notification of augmentation must be forwarded to Fiscal Services for budget adjustment.</p> <p>Note: Certain grants also require signature of Superintendent/President</p>
<p><u>Augmentation</u> of categorical program</p>	<ol style="list-style-type: none"> <li>1. Divisional Dean</li> <li>2. Appropriate VP</li> <li>3. VP of Business</li> <li>4. President, if required by grantors</li> </ol>	<p>Any request for augmentation to a categorical program must be initialed by Dean, Appropriate VP and forwarded for signature to VP of Business. Subsequent notification of augmentation must be forwarded to Fiscal Services for budget adjustment.</p> <p>Note: Certain grants also require signature of Superintendent/President</p>
<p>Categorical programs that do not require an application (payment made through apportionment process)</p>	<p>No approval is needed for the award. However, budget proposals or augmentations filed with the state must be initialed by the following:</p> <ol style="list-style-type: none"> <li>1. Divisional Dean</li> <li>2. Appropriate VP</li> <li>3. VP of Business</li> <li>4. President, if required by grantors</li> </ol>	<p>Budget proposals and augmentation requests for a categorical program must be initialed by Dean, Appropriate VP and forwarded for signature to VP of Business. Subsequent notification of augmentation must be forwarded to Fiscal Services for budget adjustment.</p> <p>Note: Certain grants also require signature of Superintendent/President</p>