

EDUCATION RESOURCE DEVELOPMENT DEPARTMENT

SERVICE LEVEL AGREEMENT			
Title:	Grants Process	SLA #: 9/04/13	
Division:	Finance, Administration, Advancement		
Department:	Educational Resource Development	Effective Date:	
Owner:		Revision Date:	
Service Description:			
Provide grant development information and assistance to LCC employees.			
Delivery/Response Time Commitment:			
ERD Service Level Agreement			
Deans/PI's/College Staff	ERD Activities with Delivery Standards		
Pre-Grant Work			
	Daily review of grant opportunities and announcements		
	Within 2 working days of locating a grant announcement, distribute grant notices to distribution list		
Review ERD's grant notices and make a decision about moving forward; identify key participants; confirm ability to meet Provost's one week review deadline; notify ERD			
Identify grant opportunities and notify ERD			
Grant Planning, and Preparation			
	Within 1 week of request, or as soon as required participants' schedules allow, identify participants and schedule grant discussion meeting		
Attend ERD scheduled meeting			
Schedule grant-related meetings	As requested/needed, prepare and bring information and materials to meeting; facilitate as requested/needed		
	Within 3 working days after initial grant meeting, establish and distribute timeline for preparing grant proposal		
Seven calendar days prior to grant submission due date, provide ERD with completed grant application			

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Deans/PI's/College Staff	ERD Activities with Delivery Standards
Grant Submission	
	One week before due date, provide final review of grant proposal from the writing team, including all required forms and attachments
	One week before due date, email grant package and timeline for approval to Provost, Dean(s), Associate VP for External Affairs and Development, Risk Management, Grants Finance, and CFO
Review and approve grant proposal within stated email timeline	
	One work day before required submission date, complete grant submission with project team
Post Submission	
	Within 2 weeks of grant submission, or as soon as required participants' schedules allow, hold a grant process debriefing meeting
Attend ERD scheduled meeting	
Post Award	
	Within 1 work day of receipt, review and distribute grant award documents and timeline for approval
Review and approve grant award documents within stated email timeline	
	A minimum of 3 times a year per grant, schedule grant budget review meetings Within 2 weeks of grant close-out, or as participants' schedules allow, schedule grant review meeting
Prepare for and attend grant review meetings	
Other	
Request grant-related information	Within 2 work days, respond to requests for information
Request required or desired reports	Within established timelines, produce requested reports