

PROCEDURES FOR CONCEPT PAPERS

CONCEPT PAPER PROCESS

(This form is to be used for all specially funded projects)

Campus Level:

- Project Director completes the Concept Paper form (including a copy of the proposal) and prepares it for campus signatures.
- The campus signatures required are the Project Director, Project Administrator, Grants Office (if applicable), Campus Budget Director, Vice President, and President/Provost.
- The Concept Paper will be discussed at President's Staff prior to forwarding to the District.
- Once signatures have been obtained the original along with a copy of the proposal is forwarded to the District Manager, Instructional Resources.

District Level:

- District Manager, Instructional Resources reviews the Concept Paper and proposal and prepares it for the Vice Chancellor, Finance and Facilities signature.
- Vice Chancellor, Finance and Facilities signs and approves Concept Paper and returns it to the District Manager, Instructional Resources.
- District Manager, Instructional Resources makes a copy of the Concept Paper for the Project Director. The original Concept Paper is filed in the office of the District Manager, Instructional Resources.

Important Notes:

- Concept Paper **MUST** be received by the District Manager, Instructional Resources at least one week prior to agency deadline. (Please contact the District Manager, Instructional Resources at (714) 808-4752 if there are any problems involved in meeting this deadline.)
- Concept Papers **MUST** include all signatures in order to be processed through the District.
- Concept Papers **MUST** include a budget, the proposal, and any proposal and/or agency guidelines when they are submitted to the District. (If you are unable to submit the final proposal at that time, please contact the District Manager, Instructional Resources at (714) 808-4752 to discuss other available options.)
- If Match is required, a detailed match page including Banner budget numbers **MUST** be included. If Match is being provided by another agency then a letter confirming their support and the total dollar amount and items it includes must be attached.
- The District and/or Campus are not allowed to submit any proposals to the granting agencies until a Concept Paper is completed and signed by all parties. The District Manager, Instructional Resources will not obtain any District signatures from the Chancellor or Vice Chancellor, Finance and Facilities until a signed Concept Paper has been received.