

## Resource Development FAQ's

1. **What is Resource Development?** Resource Development brings external dollars into the College through applications for grants and contracts. The department monitors announcements by funding agencies to locate Requests For Proposals (RFPs) that match the mission and strategic goals of the College.
2. **Where is Resource Development located?** The Resource Development offices are on the second floor of the District Building, 4620 Fairmont Pkwy, Ste #200. Contact individual members of the department by calling 281-998-6162.
3. **Who does Resource Development serve?** Resource Development serves all of the College's campuses and divisions (Faculty, staff, and students) to obtain external funding through competitive and mandatory grants.
4. **What is the proposal development process?** Proposal development is facilitated by Resource Development and the Office of Grants Management. This team is headed by a Resource Development Officer and consists of a grants accountant, campus administrators and other parties who have an interest in the project. (See flow chart in folder for development processes)
5. **What is included in the grant application?** The contents of the grant application are different depending on the proposal guidelines, or RFP. Most require a descriptive narrative that explains the objectives or goals of the project and how these goals will be met. Most grant applications will also require a detailed budget of the project that is being submitted.
6. **May grant applications be submitted at any time?** Few grantors accept applications at any time. Most RFPs specify a deadline date when the grantor must have the completed proposal in hand in order for the application to be considered. Some agencies request that a preliminary proposal be first submitted, with a full proposal developed only on subsequent invitation.
7. **Who is authorized to sign a proposal submitted by San Jacinto Community College?** Only the District Chancellor, Dr. Brenda Hellyer, or one of her designated proxies, are authorized to sign grant proposal applications submitted by San Jacinto Community College.
8. **What determines whether a grant application is pursued?** Resource Development will not seek funding for a project that lacks the support of other departments within the District and/or final approval of our Grants Council. In addition, the project must support the College's stated mission and strategic goals.
9. **Can I complete a grant application on my own?** RFPs are quite specific in regard to the structure and the content of a proposal. In addition, the College requires that all applications go through Resource Development to ensure cooperation, rather than competition, between campuses and divisions for grant dollars.
10. **How soon will I find out if a proposal will be funded?** The length of time between submission and notification varies. Some agencies take six months or longer to decide which applications will be funded, others may be as soon as 30 to 45 days.
11. **Does Resource Development handle the administration of the project budget if the grant is awarded?** The project budget and reports are facilitated by the Office of Grants Management, which is a part of Resource Development.