

METROPOLITAN COMMUNITY COLLEGE

DISTRICT PROCEDURE

6.25070 DP

EDUCATIONAL DEVELOPMENT GRANTS

6.25070 DP

In accordance with the district regulation, employees of the district are encouraged to apply for grants to develop new ideas for improvement of the learning process and offerings in district colleges or otherwise to further the established mission, goals, and priorities of the district. To implement the regulation, the following procedures will prevail:

A. Review Committee

1. Faculty representatives will be appointed by the presidents of the campuses upon recommendation of the respective faculty associations.
2. The vice chancellor of educational services will initiate annually the committee selection process.
3. The vice chancellor of educational services, as chair of the review committee, will call periodic meetings of the committee to review applications for each year's grants program, to make recommendations regarding funding of proposals, and to evaluate and guide dissemination of project findings.

B. Applications

1. Application forms and copies of the regulation and procedures will be available from the district division of educational services.
2. Ten copies of the completed application should be submitted to the vice chancellor of educational services and should include the following:
 - a. Evidence of research: review of the literature or similar activities, media check when applicable, and statement of significance to the district including comments from the appropriate dean.
 - b. Body of proposal: statement of the problem, abstract of the proposal, brief description of project design, proposed project timetable, and complete budget projection.
 - c. Evaluation: statement of specific procedures to be employed in judging effectiveness of proposal, plans for student or colleague evaluation when appropriate, and suggested techniques for dissemination of information about results.
3. Proposals will be evaluated by the educational development grants review committee and recommendations made to the vice chancellor for educational services. The committee may ask applicants for additional information or data to aid in the evaluation process.

- a. Proposals recommended for funding will be forwarded to the vice chancellor for educational services for approval and notification of the chancellor.
- b. Proposals not recommended for funding will be returned to the applicants with appropriate statements regarding the reasons for disapproval.
- c. Applicants may resubmit rejected proposals by revising them in accordance with the committee's recommendations.

C. Development of Projects and Expenditure of Funds

1. Grantees may request assistance from the division of educational services in the development of their projects in the areas of refining statistical techniques, suggesting consultants, and adding new information on similar studies as appropriate.
2. Requests for expenditure of grant funds or reimbursement of funds spent in the approved project should be submitted to the division of educational services for processing.
3. Grantees should notify the office of educational services on the appropriate form when their projects are 25%, 75%, and 100% completed.
4. The division of educational services will process payment of stipends and expense vouchers as appropriate requests and documentation are received. Stipends will be paid in three intervals: one-third after 25% completion, one-third after 75% completion, and the final one-third after 100% completion of the project.
5. In the event that an applicant makes a change in plans which may affect the grant (i.e., support from another source, discontinuance of the project, separation from the institution), the office of educational services should be notified immediately.

D. Reporting and Evaluation

1. Final reports of completed projects should be submitted to the division of educational services and made available to the EDG committee for review.
2. The committee will, through the office of educational services, make the final report available to appropriate college and district personnel, including the district director of communications services, and, along with grantees, make suggestions for sharing the results of projects both internally and externally.

Approved: Chancellor
April 1, 1975
Revised: September 5, 1978
(Editorial Corrections 6/20/06)