



Grant Writing, Submission, and Post-Award Procedures

Procedures for grant proposal drafting and submission:

1. Individuals and/or departments interested in preparing a grant proposal must notify the VP of Institutional Advancement of the intent to draft a grant proposal. Notification may be done via email and should include the formal Call for Proposals (CFP) announcement.
2. The Office of Institutional Advancement will coordinate a meeting to discuss the CFP, potential financial and programmatic implications on the college, overlap with other existing programs, and a timeline for proposal completion and submission.
3. Depending on the nature of the grant, and other existing priorities, the Office of Institutional Advancement will provide support, as necessary, to ensure that proposals are submitted in a timely and highly competitive fashion, and in compliance with the Call for Proposals announcement.
4. The Office of Advancement will assist in the development of a proposal submission timeline that includes a minimum of four business days for the Proposal Routing Process.
5. The college's grant writer must be included as the institutional contact for all proposals.
6. A copy of the proposal (including accompanying documentation) and the complete Proposal Routing Sheet shall be housed in the Advancement Office.

Proposal routing process:

Grant proposals, including pre-proposals, letters of support/commitment that obligate the college and/or the college's foundation office as a fiscal agent, sub-recipient, or beneficiary, must not be submitted to a funding agency for consideration unless approved by the following offices:

- Overseeing academic department (if applicable)
- Office of Institutional Advancement
- Office of the Provost
- Office of budget and finance

Procedures for post award activity:

1. A copy of the following documents must be submitted to Grants Manager:
 - a. award notification or sub-award notification
 - b. administrative guidelines
 - c. copy of the approved budget, including any necessary revisions

2. Coordinate a meeting with the college's Grants Accountant and Grants Manager to complete the budget entry process. Complete expenditure approval form.
3. Coordinate a meeting with the VP for Advancement to prepare any formal agreements (i.e. MOUs, sub awards, Professional Services Contract) associated with the grant.
4. All PAR submissions for grant-funded positions must be submitted with a cc to the Grants Manager

Contacts

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