Operating Policy and Procedure

SON OP: 10.011 Educational Grant Resource Proposal Pre-Planning Checklist

PURPOSE: The purpose of this policy is to delineate available resources and approvals needed for proposal planning and implementation.

REVIEW: This policy will be reviewed on April 1 of each odd numbered year (ONY) by the Dean, with recommendations for revision forwarded to the Dean's Council by April 15.

POLICY/PROCEDURE

1.0 Policy
The purpose of this policy is to assist faculty members and administrators in determining needed resources and approvals required for planning a grant proposal impacting the programmatic areas of the School of Nursing.

2.0 Procedure
2.1 Obtain the Educational Grant Resource Proposal Pre-Planning Checklist from the N:Drive.
2.2 Complete the checklist and determine additional resources and/or approvals needed.
2.3 Schedule a meeting with the appropriate Associate Dean/Department Chair to review the findings from checklist completion.