

# THE GRANT DECISION MAKING MATRIX

CHECK YES OR NO FOR EACH QUESTION LISTED BELOW:	YES	NO
1. Are you familiar with the Grant Review and Approval Process? <b>IF NO, GO TO THE DIA WEBSITE OR CALL THE DIA OFFICE FOR PROCEDURAL GUIDELINES.</b>		
2. Does this project fit within the college mission and priorities? <b>IF NO, STOP HERE. THE PROJECT CANNOT BE APPROVED.</b>		
3. Is there adequate time to write, compile, get authorization for, and submit the proposal 10 days before the submission deadline? <b>IF NO, SPEAK TO YOUR VICE PRESIDENT BEFORE PROCEEDING.</b>		
4. Is the project an important value-add for the college?		
5. Have you identified a source of funding?		
6. Have you talked to your department chair or associate vice president about this opportunity?		
7. Have you talked with the vice president of your division about this opportunity?		
8. Does the college have a history/relationship/rapport with this funding agency? <b>IF YOU AREN'T SURE, CALL THE DIA OFFICE.</b>		
9. Are you familiar with the guidelines of the specific grant competition you seek to enter?		
10. Does your project fall within the interests of the funding agency and the competition they are sponsoring?		
11. Do you have a project concept that is based on models or best practices in the field?		
12. Do you have adequate training, experience, and time to administer the grant?		
13. Have you identified with whom you will collaborate to develop/write/package the proposal?		
14. Have you identified grant partners outside the college?		
15. Have you discussed this opportunity with those partners?		
16. Does the college have the resources (space, personnel) to administer this grant?		
17. If the project requires institutional match, have you identified potential source(s) of the match?		
18. Does the grant offer indirect cost recovery to the college?		
19. Does the college have the resources to sustain this project beyond the period of grant support?		
20. Does this project have future financial potential for the college, or improve college efficiencies?		
21. Does this project advance scholarship or best practices in the field and will it serve as a model that may be replicated by others?		
<b>Scoring. Give yourself one point for each yes answer:</b>		

- 18 – 21 points = You're ready to work on this project and DIA will work with you, if time allows, to meet your deadline.
- 14 – 17 points = Your project is well thought out, and DIA will work with you to develop a full proposal for this or some future competition.
- 10 – 13 points = Your project is almost ready to be developed, but needs some further work or planning on your part.
- 5 – 9 points = You need to invest more time in concept development before your project can proceed.
- 0 – 4 points = Your project is not likely to make it onto the grant schedule.