

HIGHLAND COMMUNITY COLLEGE  
POLICY

SUBJECT: Grant Writing

Page 1 of 1

BOARD OF TRUSTEE APPROVAL: 8/13/03

EFFECTIVE DATE: 8/14/03

---

Employees of the College are encouraged to engage in grant writing to help develop alternative sources of revenue for the College that can support current and future efforts. Those Employees whose proposed grants meet the approval of the Administrative Council (see Grant Approval Form) will receive compensation for their writing efforts. Employees will not be compensated for grant writing that is part of their regular duties. Reimbursement will be according to the following chart:

Level	Tier One <10 pages	Tier Two 10-50 pages	Tier Three 51-99 pages	Tier Four 100+ pages
A	\$50	\$150	\$300	\$400
B	\$75	\$300	\$400	\$500
C	\$100	\$400	\$500	\$600
D		\$500	\$600	> \$700

Note: Levels A through D reflect the complexity of the grant.

Employees must complete and submit a Grant Approval Form to the President's Office for approval by Administrative Council BEFORE beginning work on a grant. Reimbursement will depend on the complexity of the grant. For example, Kansas Health Foundation (KHF) and Southwestern Bell Corporation (SBC) grants, which are one-to-two page applications, would be funded at the low end of Tier One. National Science Foundation (NSF) grants which are limited to 15-20 pages, but require much technical information could be funded at the mid to high end of Tier Two. U.S. Department of Education grants frequently fall in the 100 page limit and could be funded at the high end of Tier Four.

It is understood that the President's and Vice Presidents' Offices will produce the final copy of any grants authored by Employees, assist in the development of the budget, and input all information required on grant forms that accompany the application. Therefore it is imperative that the Employee and the President meet ahead of time to schedule due dates for materials to allow for timely completion, final proofing, copying and mailing.