

Student Grant Submission Process for TAMU-CC

Purpose: The purpose of this document is to clarify the grant application process for Student(s) either as part of a University organization or as part of a class project.

Roles:

- *Student(s):* any TAMU-CC student enrolled who is in need of submitting a grant application on behalf of a student organization or part of a class project.
- *Foundation and Corporate Relations (FCR) Officer:* responsible for identifying, cultivating, soliciting and stewarding gifts and partnerships between the University and external Organizations that further the imperatives outlined in the University's strategic plan.
- *Institutional Advancement (IA) representative:* any IA personnel who may act or make decisions on behalf of the FCR Officer.
- *Faculty Representative:* any member of the TAMU-CC faculty the Student works directly with on the project/program and who is familiar with details and will act a representative in the absence of the Student(s).

Program Development:

- Student(s) will identify program or project and funding needs associated with that effort.
 - Will need to include dates, community served, amount needed, and overall vision.
 - Student(s) will be required to create a budget and be able to report on expenses.
 - Student(s) must have Faculty Representative approval to proceed with application.
 - Furthermore, it is the responsibility of the Faculty Representative and the FCR Officer to obtain proper approvals.
- Student(s) will complete [Fundraising/Solicitation Proposal Form](#) found on the Institutional Advancement website.
 - FCR Officer or IA representative will review all requests and has approving authority for all submission requests.
 - If a request is denied, FCR Officer will provide reason to applicant and will, if able, to assist with an alternate prospect.

Student(s) WILL NOT submit any grant application to a foundation on behalf of a TAMU-CC organizations or entity. Only the FCR Officer or IA representative will submit the grant application.

- Student(s) must have all application information prepared for submission to FCR Officer for review and approval.
 - Student(s) will be responsible for general formatting and grammar.
- FCR Officer will review program/project information and provide feedback to Student(s).
- Student(s) will revise per FCR Officer's feedback and resubmit for review as needed.

Identification and Research:

- Student(s) will identify potential funding sources for proposed program/project.
 - Student(s) will submit list to FCR Officer for review and approval.

Student(s) WILL NOT submit any grant application to a foundation on behalf of a TAMU-CC organizations or entity. Only the FCR Officer or IA representative will submit the grant application.

- FCR Officer will review list of foundations submitted by Student(s).
 - Foundations will be eliminated if found to be a prospect for another University effort (i.e. considered “spoken for”).
 - If possible, FCR Officer will recommend other foundations in the event that all proposed sources are eliminated.
 - FCR Officer will verify the following:
 - Compatibility
 - Dates
 - Submission Requirements (including TAM-CC Foundation approval)

Application and Submission:

- Student(s) will prepare all content for submission with regards to their respective request as well as ensuring application deadlines are met.
 - It is not the responsibility of the FCR Officer to ensure Student(s) submission of grant applications are performed per foundation deadlines.
 - Student(s) are responsible meeting Foundation application deadlines and providing the FCR Officer ample time to review and provide feedback.

ONLY the FCR Officer or IA representative will submit a grant application on behalf of the Texas A&M-Foundation, Texas A&M University-Corpus Christi, and all TAMU-CC affiliated departments, agencies, groups, and programs.

- Once final application is submitted to FCR Officer, FCR Officer will enact due diligence to submit application prior to Foundation application due date.

Funds Awarded:

- Handling of funds will remain with the FCR Officer and the Office of Institutional Advancement.
- FCR Officer will notify Student(s) of any award letters and notice of funds awarded.
 - A copy of the award agreement can and will be provided as necessary.
- FCR Officer will be responsible for any requirements regarding the award agreement including signatures and make note of any important details and dates provided for reporting.

Reporting:

- Student(s) must designate a contact upon:
 - Semester ending mid-grant cycle
 - Graduation occurring mid-grant cycle
 - Program/project does not coincide with semester
- Student(s) will be responsible for knowledge of any dates for submitting reports.
- Student(s) will be responsible for communicating deadlines to submit reports to the FCR Officer.
- Student(s) will be responsible for providing necessary information for reports.
- FCR Officer will be responsible for submitting all required reports.
 - Student(s) may be required to provide information as needed and if available.

Stewardship:

- FCR Officer will perform all normal stewardship requirements for foundation outreach and engagement as the office of IA determines necessary.

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