

SAN JOSE COMMUNITY COLLEGE DISTRICT

SECTION VIII

GRANTS AND RESEARCH POLICIES

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SECTION VIII

GRANTS AND RESEARCH

Section		Page
8010	GENERAL OBJECTIVES	1
8010.1	Grants	1
8010.2	Research	1
8010.201	District Level	2
8010.202	Campus Level	2
8020	FUNCTIONS	2
8020.1	Grant Administration	2
8020.101	Grant Processing	2
8020.102	Idea Development	
8020.103	Grant Liaison	
8020.104	Grant Files	3
8020.105	Release of Grant Information	3
8020.106	Grants Representation	3
8020.107	Monitor Grants	3
8020.2	Institutional Research	3
8020.201	Research Processing	3
8020.202	Outside Research Consultants	3
8020.203	Consultant Assistance	3
8020.204	Institutional Research Liaison	4
8020.205	Institutional Research Representation	4

VIII

GRANTS AND RESEARCH

The Office of Grants and Research shall provide leadership and responsibility for the achievement of the following twin objectives: First, to secure federal, state, local and foundation funds for the support of instructional and other efforts of the District and/or colleges; and, second, to identify, design, and complete institutional research as required by the District and/or colleges.

8010. GENERAL OBJECTIVES

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|----------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8010.1 | Grants. | The Grants and Research Office shall become the focal point for the handling of federal, state, local and foundation grants requests and providing information and assistance regarding: |
| 8010.101 | | Availability of federal, state, local and foundation financial support. |
| 8010.102 | | Projects funded by federal, state, local and/or foundation funds currently operational on campus. |
| 8010.103 | | Organization, development, writing and processing of applications for federal, state, local or foundation financial support. |
| 8010.2 | Research. | The Grants and Research Office shall become the focal point for the handling of all institutional research efforts at the District level and assists as requested in the coordination of institutional research at the campus level. |

8010. 201 District level.

8010. 2011

At the District level, there is a need for institutional research to:

Collect and keep current pertinent data on the District's resources and goals for use in grants, projections, and program planning.

8010. 2012

Provide coordination and standardization of data collection formats.

8010. 2013

Provide leadership and coordination of research projects.

8010. 2014

Provide technical assistance in the form of instruments and techniques detailing student population characteristics, student performance, follow-up and placement, and general community surveys.

8010. 2015

Maintain copies of all District and campus research documents.

8010. 202 Campus level.

At the campus level, there is a need for institutional research assistance to:

8010. 2021 '

Collect data on problems especially relevant to a given campus.

8010.2022

Provide program evaluation Information.

8010. 2023

Provide support for District research.

8020. FUNCTIONS

8020.1 Grant Administration.

8020.101 Grant Processing.

Process District and assist colleges with the development of grants and the processing of federal, state, local and foundation requests for funds.

8020. 102	Idea Development.	Provide District and assist college staffs with the development and Lm plementation of ideas leading to District-wide or college level grant requests.
8020. 103	Grant Liaison.	Serve as liaison with governmental and other agencies to assure staff is well informed with regard to available resources.
8020. 104	Grant Files.	Maintain a file on all grants with the exception of facilities planning and financial aids, processed and in process by the District and colleges.
8020. 105	Release _of Grant Information.	Be responsible for the release of grant information.
8020. 106	Grants Representation.	Represent the District and colleges regarding grants at appropriate conferences /meetings.
8020. 107	Monitor Grants.	Monitor grant expenditures and assist with evaluation and other grants reports.
8020.2	Institutional Research.	
8020.201	Research Processing.	Design, conduct, and report District level research and assist with college level institutional research.
8020. 202	Outside Research Consultants.	Monitor, critique, and analyze research efforts of outside re search consultants hired to per form research for the District.
8020. 203	Consultant Assistance.	Provide assistance to staff and consultants on research design, statistical treatments, and computer-based data processing.

8020. 204	Institutional Research Liaison.	Provide liaison on research with agencies which relate to the pro grams of the District.
8020. 205	Institutional Research Representation.	Represent the District at research meetings. .