



SAN DIEGO COMMUNITY COLLEGE DISTRICT

3375 Camino del Rio South
San Diego, California 92108-3883
619-388-6500

CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | COLLEGE OF CONTINUING EDUCATION

Educational Services

Grant / Proposal Intake Form

District Educational Support Services (ESS) can help SDCCD colleges submit finalized grants in the Grants.gov and possible other portals. ESS can:

- ✓ Establish a Grants.gov workspace
- ✓ Add personnel who have an existing Grants.gov login to the workspace
- ✓ Input the forms and upload finalized attachments to the workspace
- ✓ Submit the final grant documents from the workspace (administrator role)

Please indicate assistance needed, and email this completed form to Dr. Krystal Henderson, khenderson@sdccd.edu:

- Establish Grants.gov workspace
- Add personnel to the workspace
- Input grant forms and upload attachments to the workspace on our behalf
- Other, please specify:

Contact Information (Project Director / Principal Investigator)	
Full Name	
College	
Department	
Contact Phone 1	
Contact Phone 2	
Email	
Best time to contact	

Grant Information	
Funding Opportunity Number	
Grant Title (as posted)	
Project Title	
Short Project Title (22 characters max)	
Submission Deadline (date, time, and time zone)	



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Grants.gov Workspace (Add Personnel)	
Full Name	
Grants.gov user name	
Email	
Contact Phone	

Visit the ESS [website](#) for resources and checklists which will help you develop and finalize your proposal documents. For example:

Prior to submitting your final proposal for submission:

- Perform a final check to see if the RFP has been updated by the agency
- Review your proposal against the RFP requirements
- Ensure your proposal formatting (font, spacing, page limits, etc.) meet requirements
- Double-check your budget amount and totals
- Obtain signatures