

GRANT FUNDING PROCEDURE

Approving Authority: Academic Coordinating Committee

Policy Owner: Vice President, Research

Policy Lead: Research Data & Policy Analyst

Effective Date: 2025/02/04

Revision Date: N/A

PROCEDURE STATEMENT

This procedure describes the process for seeking approval to apply for external grant funding in accordance with the Grant Funding Policy.

DEFINITIONS

Conestoga Employee: means any employee of Conestoga, whether employed full-time, part-time, or on a contract basis, and includes, but is not limited to, faculty, student researchers when compensated as employees, research staff, support staff and administrators.

Grant: An activity sponsored or funded by an external organization, such as a federal, provincial, or private organization or agency, for a specific scope or duration of work or set of specific deliverables.

Grant Applicant: College employee who is responsible for overseeing the submission of a grant application. The applicant may or may not be responsible for implementing, managing, and reporting on a project funded by the grant (e.g., Project Manager, Project Lead).

Primary Operating Grants: Primary operating grants are funds provided by various government ministries to support the basic operational needs of publicly assisted colleges. These grants include basic operating grants, enrolment-based funding, and special purpose grants for specific programs such as those for Indigenous education and students with disabilities.

Research: An undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation.

RESPONSIBILITIES

Applicant

- Seeks permission to pursue grant funding.

- Acquire all necessary approvals (e.g., budgetary) prior to submitting grant applications.
- Follows established procedures for the preparation and submission of applications.

Approvers (e.g., supervisors)

- Reviewing/approving/not approving forms for potential grants.
- Ensuring that proposed activities are:
- Commensurate with funding commitments.
- Do not conflict with other responsibilities or College human resources practices.
- Are in alignment with the College's strategic plan and all relevant departmental goals.

Executive Dean/Vice President

- Ensuring that teams have agreed-upon facilities and other resources to achieve grant-funded goals and objectives.
- Monitoring the allocation and availability of resources to meet documented commitments.

PROCEDURE

1. Intent to Apply Form

1.1. Application

- 1.1.1. Any Conestoga employee who intends to apply for grant funding must complete an Intent to Apply (I2A) form as found on the Grants SharePoint. Applications must be submitted as early as possible to provide sufficient lead times for grant development activities.

1.2. Supervisor Review

- 1.2.1. All received I2A will first be routed to the supervisor identified by the applicant for their review.

1.3. Executive Dean/Vice President Review

- 1.3.1. All I2A approved by supervisors will then be routed to Executive Deans/Vice Presidents for further approval.

1.4. Notification

- 1.4.1. The outcome of any I2A review will be communicated via email to the applicant, their supervisor, and any additional reviewers.

RELEVANT LEGISLATION AND RELATED DOCUMENTS

- Grant Funding Policy
- [Research Policy](#)

- [Research Procedure](#)

REVISION LOG

2025/02/04 Initial release of procedure.