OEC Grant Review Timeline

2021-04-15, Outreach and Engagement committee

Action	Timeframe
Receives a grant proposal and review process starts	Submission date
OEC Chair sends it to OEC members	With 2 business days (8am – 5pm) from the submission date
OEC members review and send OEC Chair questions for applicants	Review period lasts 5 business days
OEC Chair sends the questions to applicants	OEC Chair can use up to 1 business day to compile members' questions into one email to be sent to applicants
Applicants address OEC questions and submit final applications or other documents such as questionnaire to OEC Chair	Applicants have up to 3 business days to respond, ask OEC for clarification, etc.. Additional time for response can be requested
OEC Chair sends final applications and documents for vote	OEC members have up to 3 business days to do final review and vote
OEC Chair tallies the votes and shares with OEC members. If application approved with 2/3 majority, OEC Chair sends application to Library Dean for final approval.	2 business days
Library Dean reviews and emails final decision to OEC chair	[Dependent on Library Dean's schedule]
OEC Chair emails decision to applicants. If request funding is approved, emails applicants the banner number and cc. Susan Edwards (BHRSC)	1 business day