Grant Process Flowchart

PRE-AWARD

1 IDENTIFY NEED

Develop Project Idea

Policy 4:01:04 *Any College employee may initiate action to prepare a proposal for funding from an outside agency but must do so through appropriate campus procedures.*

Consider:

- Consistency with mission and goals of the College
- Problem/Need/Gap in service
- Goals
- Objectives
- Approach
- Outcomes/Impact
- Resources Available/Needed
- Time Frame

Find Funding Sources

- Consult Grants Dev Director
- Search the Southwest Grantswatch www.Southwest.tn.edu/grants for all types of grants
- Search Grants.gov for federal grants

Do We Qualify? Is It a 'Good Fit'?

Policy No. 04:01:04 : *Only proposals for the funding of activities consistent with the mission and goals and strategic plan of the College will be submitted to outside agencies.*

- Consult the RFP/Announcement for requirements and restrictions
- Consult any applicable federal/state guidelines
- Consider our limitations-Are we capable of fulfilling the requirements?
- Is the project feasible?

Yes

Approval to Proceed

No proposal may be submitted to an outside agency without written approval by the Vice President of Institutional Advancement

- Seek approval from your Dean or senior level staff-this should be documented by proposal brief
- Submit Proposal Brief to Grants Dev Director per policy guidelines
- In coordination with Grants Dev Director, begin forming team and laying groundwork for proposal
- Grants Dev Director will consult with Business Office to discuss potential challenges, if necessary

No

2 DEVELOP PROPOSAL

The Grants Director and the project lead will work together through the following steps to coordinate the development of a full proposal.

Thoroughly Read Guidelines

- Get to know funder/goals
- Determine funding minimum/ maximum
- Identify budget requirements and restrictions
- Identify necessary contacts/ partners
- Re-examine whether project is a 'good fit'

Contact Funders (if possible)

- Discuss planned proposal
- Ask for assistance; draft review if possible
- Ask about decision-making process and time frame
- Any additional guidance offered

Draft Project Narrative and Budget

- Gather data/research
- What will be the essential elements of the project and how will those help address established needs?
- Develop project timeline
- Assign tasks (if working with team)
- Answer each question in RFP

Review and Edit

- Self-review
- Peer-review
- Grants Director review
- Supervisor and appropriate Vice President review
- Business Office review
- HR review (if personnel)
- Incorporate changes and resubmit as necessary

Route for Approval and Submit

- When complete, Grants Director will circulate final draft with the Final Proposal and Budget Approval Form
- With appropriate approvals, Grants Director (Authorized Institutional Officer) will submit the proposal to the funding agency.

Forms:
www.southwest.tn.edu/grants

Grant Process Flowchart

POST-AWARD

3 RECEIVE AWARD

Asubstantial percentage of grant awards go through some degree of negotiation and revision before the award is made. Whena funder decides to support a project, it may be at a different amount than what was requested or they may request changes in the proposal itself. The Grants Directors will work with the funding agency, the project lead, and the Southwest Business Office to facilitate negotiations.

Award Notification

- Funding agency will send notification and funding agreement/contract
- Any requested modifications will be negotiated with project lead and Business Office
- Grants MGTDirector will notify Marketing and Public Relations and other relevant stakeholders(government offices, partners, etc.)

Contract Approval

Grants MGT Director will facilitate approval via the Contract Approval Form and submit to funding agency

Forms:
www.southwest.tn.edu/grants

Establish Grant Account

In conjunction with Grants Mgt Director, Business Office will establish temporary restricted accounts/funds for project use

4 EXECUTE PROJECT

Once the contract is in place, it's time to begin the project. The project lead, with the assistance of the Grants Director, Business Office, Office of Human Resources, and other applicable offices, is responsible for the proper technical conduct of the project or program, compliance with the terms and conditions of the agreed-upon terms of the project, management of funds within the approved budget, and administration of the project within the agreement/contract and award guidelines.

Start Project

- Grants MGT Director will coordinate a project "kick-off" meeting with project team
- To the extent possible, timeline should stick to funded proposal
- Project Lead will work with Business Office, Office of H.R., etc. to execute grant project as designed

Manage Project

- Work with Director of Grants Management and Funding Agency Representative to adjust for unanticipated changes
- Work with Grants Mgt Director to submit all necessary reports and ensure compliance
- Where applicable prepare funding extension/renewal in coordination with Grants Mgt Director

Project Close-out

Upon project completion, work with Grants Mgt Director and Finance Office to close grant account and submit necessary final reports to funding agency

Records Retention

All records and contracts pertaining to the grant should be maintained by their appropriate officein accordance with TBRandOMBpolicies/guidelines and the specific requirements of the funding agency

OFFICE OF INSTITUTIONAL ADVANCEMENT

Karen Nippert
Vice President,

Marla Smith-Brown
Grants Management Director

SONYA MULL
Grants Development Director