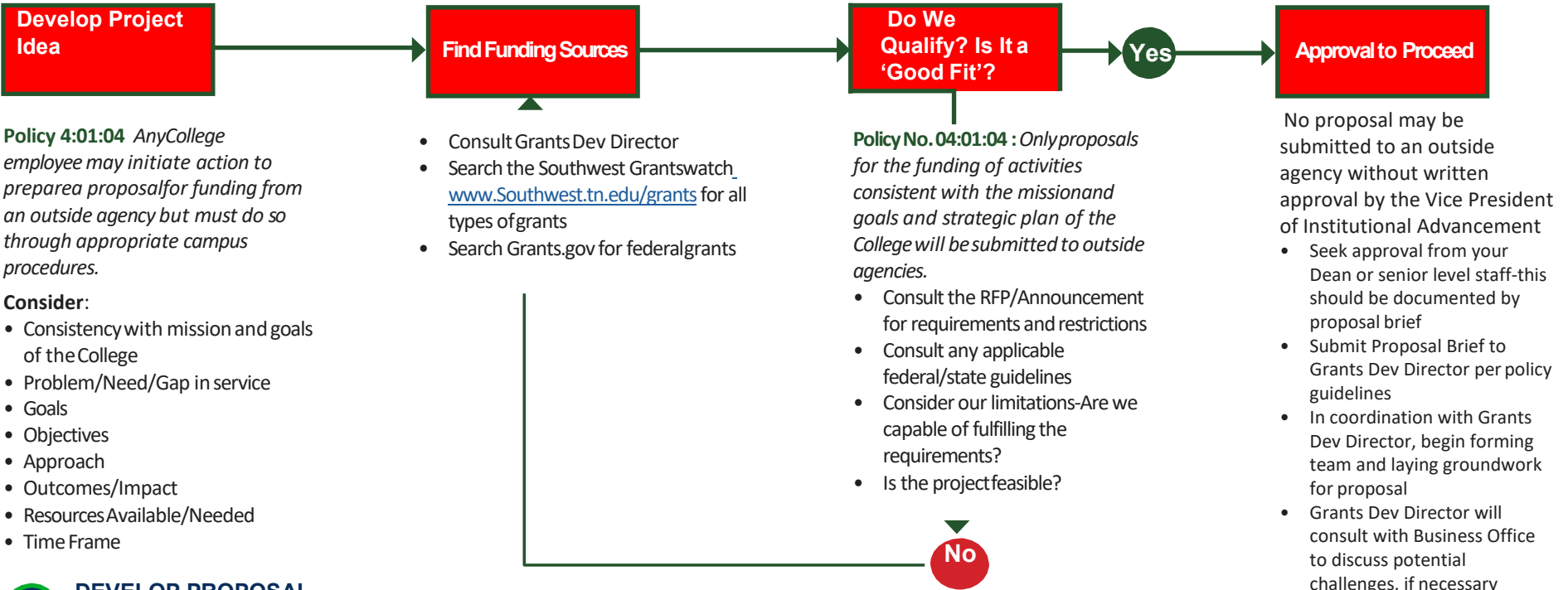


Grant Process Flowchart

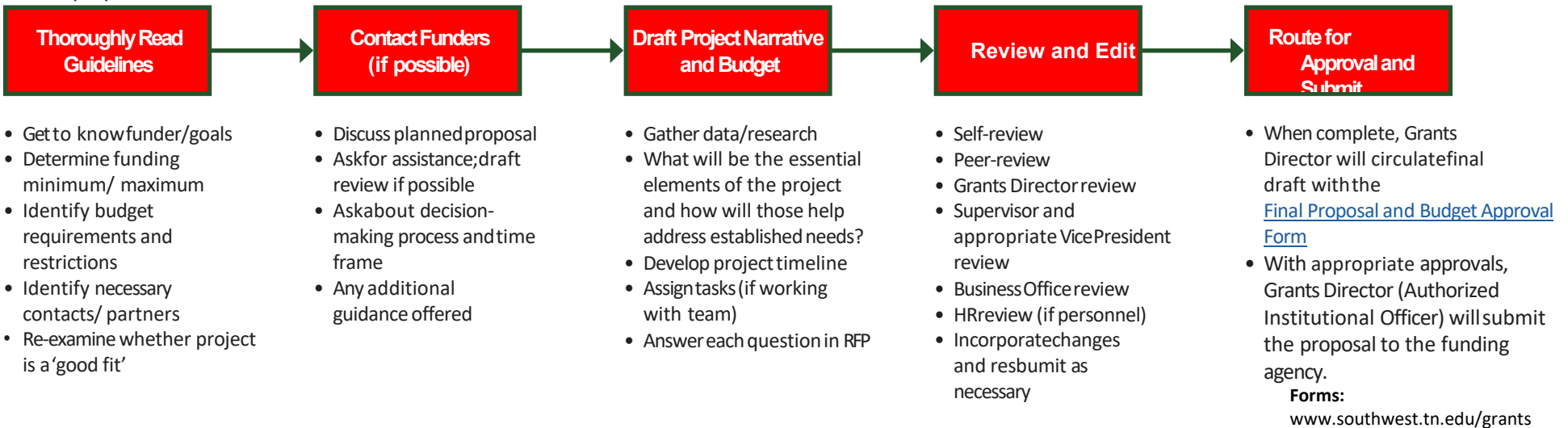
PRE-AWARD

1 IDENTIFY NEED



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.



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 MGT Director 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 office in accordance with TBR and OMB policies/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