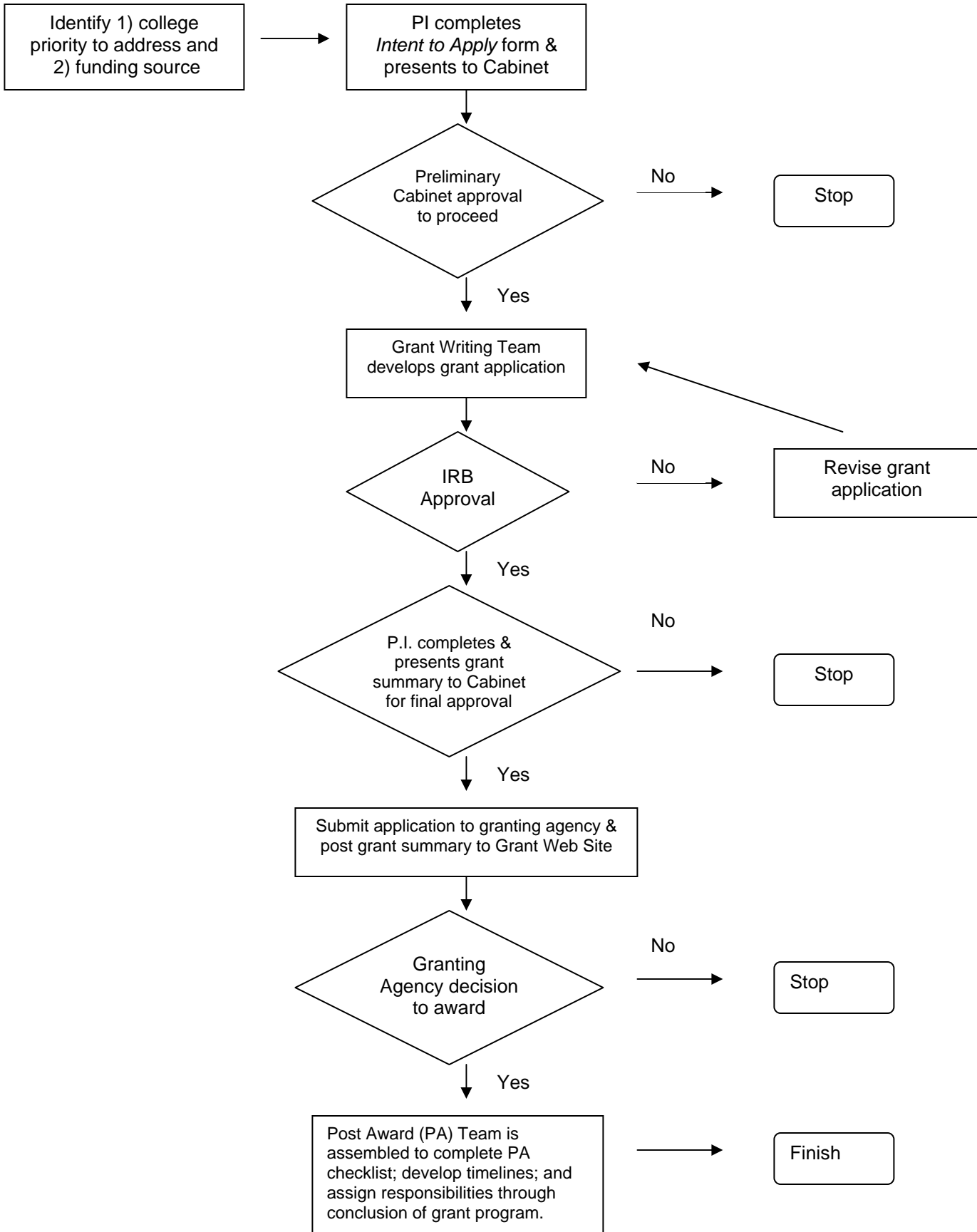
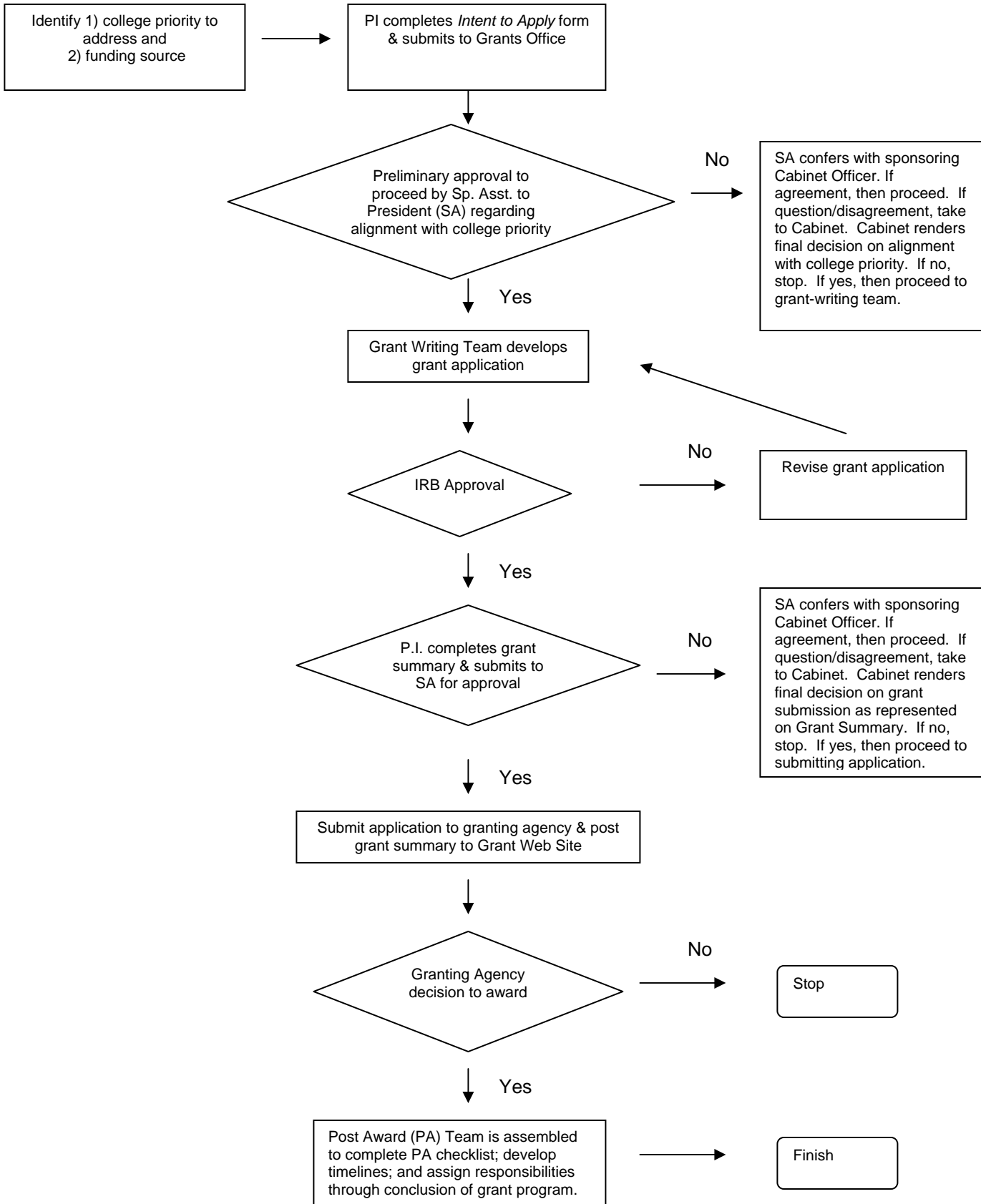


GRANTS PROCESS, Hillsborough Community College
For Grant applications > \$10,000 and all Federal Grants Regardless of \$ Amount



GRANTS PROCESS, Hillsborough Community College

For Grant applications equal to or less than \$10,000



GRANTS PROCESS

HILLSBOROUGH COMMUNITY COLLEGE

ACTIVITY	RESPONSIBLE
IDENTIFY COLLEGE PRIORITY & FUNDING SOURCE. 1. If the funding source is identified by Grants Manager (GM), Request for Proposal (RFP) email is sent to College Administrators including link to <i>Intent to Apply</i> form.	GM
COMPLETE INTENT TO APPLY FORM. 2. Principal Investigator (PI) completes and submits online <i>Intent to Apply</i> form. Assistance is provided, as needed, by GM in the completion of the form to ensure a clear and accurate description of the grant.	PI, GM
PRELIMINARY CABINET APPROVAL TO PROCEED. 3. PI presents completed <i>Intent</i> form at President's Cabinet for non-federal applications of > \$10,000. Applications =/< \$10,000 are submitted to the Special Assistant to the President for Strategic Planning & Analysis (SA). All applications to the federal government must be approved by Cabinet regardless of the amount. Cabinet renders a preliminary decision to proceed with development of the grant application as described in the <i>Intent</i> form. Preliminary approval is not tantamount to final cabinet approval to submit the application. See step #9.	PI, Cabinet, GM, SA
DEVELOP GRANT APPLICATION. 4. Contingent on Cabinet approval, the grant-writing team is assembled by the PI in coordination with the GM.	PI, GM
5. Meet with grant-writing team to complete <i>Grants Development Checklist</i> (e.g., budget, human resources, IRB, IR review of research methods, etc.).	Grant-writing team, PI, and GM
6. Establish timeline for grant development, approvals, and submissions.	GM with IR staff
7. Meet with grant-writing team to review timeline and facilitate grant writing process (i.e. assist in project management).	Grant-writing team, GM
8. Budget review & revisions are made by PI working with Financial Services Manager and IR	PI, IR Officer <i>Newton Beardsley</i> , Financial Services Manager <i>Jana Irvine</i> , GM
INSTITUTIONAL APPROVALS (TWO). 9. First, as warranted, Institutional Review Board (IRB) examines application to ensure protection of human subjects. PI revises application as required. Second, PI drafts <i>Grant Summary Paper</i> and submits to GM. <i>Grant Summary Paper</i> presented to President's Cabinet by the PI for approval to submit for non-federal applications in excess of \$10,000. Applications =/< \$10,000 are submitted to the SA. All federal applications must be approved regardless of the dollar amount.	PI, IRB Chair or board,* IR, Cabinet, GM, SA * Expedited reviews can be completed by the IRB Chair.
SUBMIT GRANT APPLICATION. 10. PI submits grant application in coordination with GM.	PI, GM
POSTING TO GRANTS WEB SITE. 11. <i>Grant Summary</i> is documented on Grants web page/database. 12. For grants that are awarded, copies of all subsequent programmatic and fiscal reports are sent to GM for posting on Grants web page/database. For grants that are not awarded, evaluators' comments are posted if available.	PI, GM, Institutional Effectiveness Analyst (divisional web manager), <i>TBA</i>
POST AWARD 13. For grants that are awarded, a post-award team is assembled by the PI in conjunction with the GM. The post-award team may be a reconstitution of the original grant-writing team with appropriate variation.	PI, GM
14. Meet with post-award team to complete <i>Post-Award Checklist</i> (e.g. budget, human resources, legal, evaluation & assessment, subsequent reporting & assignments).	Post-award team, PI, GM
15. Establish timeline & duties for post-award management such as subsequent reporting, responsibilities and assignments.	GM with IR staff
16. Meet with post-award team to review assignments and facilitate post-award responsibilities (i.e. assist in project management).	Post-award team, GM

Leadership Roles

Once Cabinet grants preliminary approval, the Principal Investigator (PI) and Grants Manager (GM) will work in concert to execute the grants process to final submission. This will also include post-award activities if the application is funded.

Cabinet approval is required for grant applications of more than \$10,000 (independent of match requirements). All federal applications are brought before Cabinet regardless of the amount.

In those instances in which Cabinet approval is not necessary (non-federal applications \leq \$10,000), the completed Intent form is submitted to the Grants Office for review and approved by the Special Assistant to the President for Strategic Planning & Analysis (SA). Should questions arise regarding the alignment of the application with institutional priorities, the SA will confer with the applicant's sponsoring Cabinet Officer. If they disagree, the Intent form is presented by the PI to the Cabinet for approval.

The PI will serve in a leadership capacity for the project including monitoring deliverables from various Grant Writing Team members, completion of the application & submittal in a timely manner; and timely, accurate and complete submittal of required post-award reporting. The GM will serve as the chief contact for grants development and guide the PI through the process including post-award.

Supporting Documents

Grant Development

There are three supporting documents of the grants development process 1) the *Intent to Apply Form*, 2) the *Grants Development Checklist*, and 3) the *Grant Summary Paper*. The PI will notify the Grants Manager of their interest in a funding opportunity before writing the application. Notification of interest is done via completion of an electronic *Intent to Apply* form.

Contingent on preliminary Cabinet approval to proceed with the grants application, the PI, GM and a Grant Writing Team will complete the *Grants Development Checklist* to identify the components required by the grant application; assign responsibilities and deadlines.

The *Grant Summary Paper* is an abstract of the final grant application and includes the final proposed budget. The *Grant Summary Paper* supports Cabinet's final decision to submit the application for non-federal applications of > \$10,000. All federal applications are subject to Cabinet approval prior to submission. The *Summary Paper* must be submitted electronically to the GM no less than 2 business days before the next scheduled meeting of Cabinet. Upon receipt, the submission will be forwarded via email to Cabinet members, as well as the original Intent form, to allow time for review and final approval prior to submission.

Throughout the grant writing process, updates will be provided to President's Cabinet if there are substantial changes that impact the college; for example, changes/additions to key personnel, in-kind or cash match.

Post-Award

Documents supporting post-award activity include but are not limited to 1) the *Post-Award Checklist*, 2) *Budget Templates*, 3) and *Time/Effort Form*. Upon awarding of the grant, the PI, GM, and Post-Award Team will complete the *Post-Award Checklist* to identify the requirements unique to the grant. Work assignments will be designated to the team membership based upon the requirements.

*Approved by Cabinet, 8/22/08
Revised by Cabinet, 1/13/09*