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

1. Identify 1) college priority to address and 2) funding source

2. PI completes Intent to Apply form & presents to Cabinet

   Preliminary Cabinet approval to proceed

   Yes

3. Grant Writing Team develops grant application

   IRB Approval

   Yes

4. P.I. completes & presents grant summary to Cabinet for final approval

   Yes

5. Submit application to granting agency & post grant summary to Grant Web Site

   Granting Agency decision to award

   Yes

6. Post Award (PA) Team is assembled to complete PA checklist; develop timelines; and assign responsibilities through conclusion of grant program.

   Finish

   No

   Grant writing team develops grant application

   IRB Approval

   Yes

   No

   Revise grant application

   No

   Stop

   Yes

   Submit application to granting agency & post grant summary to Grant Web Site

   No

   Stop

   Yes

   Granting Agency decision to award

   Yes

   Finish

   No

   Stop
Identify 1) college priority to address and 2) funding source

PI completes Intent to Apply form & submits to Grants Office

Preliminary approval to proceed by Sp. Asst. to President (SA) regarding alignment with college priority

Grant Writing Team develops grant application

IRB Approval

Yes

SA confers with sponsoring Cabinet Officer. If agreement, then proceed. If question/disagreement, take to Cabinet. Cabinet renders final decision on alignment with college priority. If no, stop. If yes, then proceed to grant-writing team.

Yes

P.I. completes grant summary & submits to SA for approval

Revise grant application

No

Submit application to granting agency & post grant summary to Grant Web Site

Yes

Granting Agency decision to award

Yes

Post Award (PA) Team is assembled to complete PA checklist; develop timelines; and assign responsibilities through conclusion of grant program.

No

Stop

Finish
## GRANTS PROCESS
### HILLSBOROUGH COMMUNITY COLLEGE

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