PRE-AWARD: PROPOSAL DEVELOPMENT

1

Find Funding
Institutional Advancement (IA) has resources available to help you, including a Project Description Form to help you explain your ideas, online grant seeking services, workshops and online guides.

| Develop project idea | → | Identify Funding Sources | → | Ensure You Qualify | **YES** → | Start Developing the Proposal |

NO

- Problem, need or question addressed
- Goals and objectives
- Unique aspects of the project
- Is the project multi-campus?
- Outcomes/impacts
- Total amount required
- Start to finish timeline

Contact IA for help:
- Lisa Farese
  lfarese@antioch.edu
  603-283-2101

- Read the RFP/guidelines
- Budget limits
- Required expertise
- Limitations

- Leave enough time in advance of the deadline
- Read and follow guidelines
- Draft a budget

2

Develop the Proposal
The project initiator (PI or PD) is responsible for developing the content of the proposal, including identifying personnel, equipment, space and budget requirements. Institutional Advancement staff will assist with the budget, reviewing the final proposal, completing required forms, required University documents, and routing the proposal for approval.

| Read the Guidelines Again | → | Contact Funder With Questions | → | Identify Critical Requirements | → | Develop Proposal & Budget |

- Ensure your project "fits"
- Identify questions for the funder

- Program officers are excellent resources
- If you have questions for the funder, coordinate contact with IA staff

- Budget elements
- Equipment or space
- Cost sharing
- Partnerships
- Approvals: IRB, IACUC, other

IA can provide:
- Budget templates
- Budget narrative
- Overhead (F&A) rates
- Salary and fringe benefit

PRE-AWARD: REVIEW AND SUBMISSION

3

Review and Approval
All proposals must be reviewed and approved prior to submission. Institutional Advancement can help you determine what kind of review is required and who must approve the final proposal.

| **Obtain Compliance Review** | **Route for Final Approval** | **Assemble the Proposal Package** | **Submit the Proposal** |

Special reviews can include:
- Institutional Review Board (IRB)
- Institutional Animal Care and Use Committee (IACUC)
- Technology Transfer
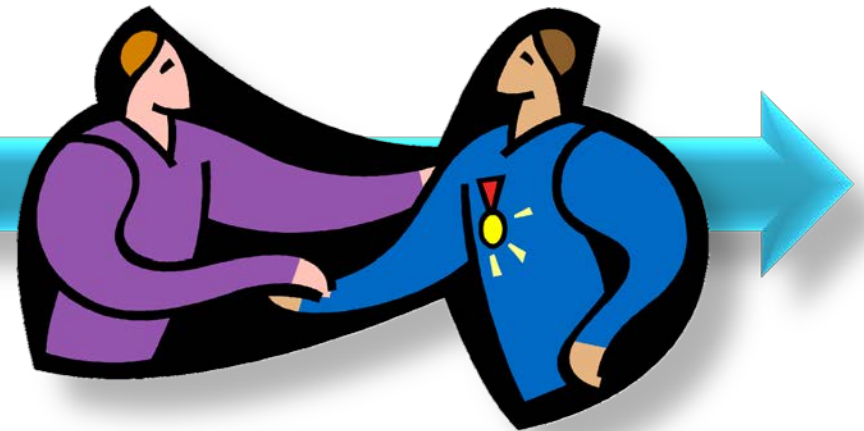- Intellectual Property
- Conflict of Interest

May include:
- Department Chair
- Campus Provost
- Chancellor
- Finance Office (for the budget)

If paper copy must be submitted, review guidelines again to determine the required number of copies and where/to whom to submit

Coordinate with IA staff for final submission

NEXT

YOUR PROPOSAL WAS FUNDED! NOW WHAT?

POST-AWARD: GRANT MANAGEMENT

Understand Grant Requirements and Responsibilities

The IA staff person who worked with you on the proposal will meet with you to review the responsibilities of all individuals and offices involved in managing and stewarding the grant, from accepting the grant through project management, reporting, and closeout.

Meet with Institutional Advancement → **PI/PD Responsibilities** → **Institutional Advancement Responsibilities** → **Start the Project**

Meet with Institutional Advancement

Meet with the IA staff person who worked on the proposal to identify grant requirements, determine responsibilities, develop a calendar of reports and other deadlines, and help with setting up a grant account with the Finance Office

PI/PD Responsibilities

- Project management
- Reports
- Monitoring the budget
- Responding to funder requests
- Hiring and purchasing
- Publishing results

Institutional Advancement Responsibilities

- Sign grant documents
- Letter of thanks
- Reports
- Negotiating with funder

Start the Project

- Manage project according to proposal and agreement
- Adhere to budget
- Contact IA if changes are needed

Reconcile Accounts & Prepare Reports → **Close Grant Account & Submit Reports** → **And on to the next grant!**

Reconcile Accounts & Prepare Reports

IA will work with you to prepare the final report and reconcile accounts with the grant accountant

Close Grant Account & Submit Reports

- Work with grant accountant to close out the grant account
- IA will assist with submitting the final report