



Office of Institutional Effectiveness, Grants and Special Projects
P. O. Box 227 · Gadsden, Alabama 35902-0227 · www.gadsdenstate.edu

GRANT FUNDING PROCESS

Faculty, Administrators and Staff are encouraged to seek external grants to support their instructional activities, services to the community and overall goals for the college. The Office of Institutional Effectiveness, Grants, and Special Projects serves as the first point of contact for employees seeking approval for the submission of proposals to external sponsors with final approval dependent on the President's Office. Office staff will assist in interpretation of guidelines, project/concept development, editing, preparation of forms and budget development.

It is important to notify the appropriate supervisor early in the proposal development state to ensure that the project is in concert with the mission of the department/division and that internal support for project activities will be available. Matching funds, release time, and other institutional commitments should be secured from the department chair and the dean well in advance of developing the actual final proposal. Please allow at least three weeks prior to final deadline to notify those appropriate administrators of your intent and to discuss your plans with these individuals.

To ensure accurate, comprehensive and coordinated management of all sponsored activities, all proposals for external grants originated by faculty or staff members at Gadsden State Community College are to be routed through the Office of Institutional Effectiveness, Grants, and Special Projects.

Office of Institutional Effectiveness, Grants, and Special Projects

Dr. Dana J. Davis, Dean of Institutional Effectiveness, Grants, and Special Projects
Jennifer Williams, Grants Budget Manager
Cynthia Camp, Administrative Assistant

GRANT PROPOSAL GUIDELINES

1: PRELIMINARY

- Identify the Need for the grant.
- Identify the source of funding.
- Secure the "Request for Proposal" **RFP** from the source of funding.
- Ensure the eligibility of the college for the proposal.
- Present concept to the appropriate department chair/supervisor and executive cabinet member for approval.
- Establish a timeline for proposal completion and submission.
- Present preliminary proposal to Office of Institutional Effectiveness, Grants, and Special Projects.

If preliminary proposal has received approval to proceed.

2: PRE-APPROVAL

- From the RFP highlight all details and required attachments
- Ensure that the proposal maximizes on the high point areas of the grant
- Identify the Principal Investigator / Project Director and other key personnel
- Clearly define the use of funding, review the rules and regulations for the budget, guidelines will be included in the agency's RFP
- Using a routing form, submit a draft proposal to the Office of Institutional Effectiveness, Grants, and Special Projects for review and editing.

3: PRE-AWARD

- With the routing form submit the final draft for approval within two weeks of the submission due date. All key personnel should be included in the routing form for review of final document with the President's office giving final approval for submission
- Identify person responsible for submission of grant.
- Upon receiving approval to submit the grant application, submission should be made at least one day before the final deadline.

****Assistance with Proposal****

The Office of Institutional Effectiveness, Grants, and Special Projects is always available for assistance with proposal development. Assistance is available with historical background, demographic information, budget development and grant narratives.

PROCEDURES (not all inclusive)

- The project director is ultimately responsible for adhering to all the regulations set forth by the awarding agency
- The project director will submit a request to the grants budget manager to establish an operating budget for the grant
- The project director is responsible for meeting all the goals and objectives of the grant proposal
- The project director is responsible for completing all quarterly and annual reports required by the awarding agency
- The restricted funds accountant will complete and submit financial reports and the draw-down of funds from the awarding agency
- Revision of salaries and benefits must be submitted in writing on a budget revision form to the grants budget manager for approval (located at Mygadsdenstate – Departments – Payroll – Payroll forms – Budgeting Payroll Form
<https://ww5.gadsdenstate.edu/employee/pdfs/payroll/Payroll%20Budgeting%20Form.pdf>)
- Copies of budget revisions of non-personnel expenses must be submitted to the grant budget manager
- The grants budget manager will review and approve grant related purchase requisitions via Banner and bookstore purchases using the Interdepartmental Transfer form (located at Mygadsdenstate – Departments – Finance – Interdepartmental Transfer form)
- Additional compliance information is listed in the Grant Funding Policies and Procedures located in the office of Institutional Effectiveness, Grants and Special Projects.

GRANT OPPORTUNITY REQUEST FORM

(Attach Request for Proposal information for review and to determine eligibility)

PROGRAM/PROJECT TITLE:

FUNDING SOURCE:

ESTIMATED DOLLAR AMOUNT OF FUNDING NEEDED:

DOES THE FUNDING REQUIRE MATCHING FUNDS?

WHO WILL SERVE AS THE PROJECT DIRECTOR OR PRINCIPAL INVESTIGATOR?

DOES THE PROJECT DIRECTOR OR PRINCIPAL INVESTIGATOR SERVE ON ANY OTHER GRANT PROJECT?

IF YES, NAME OF THE PROJECT:

DESCRIBE THE NEED FOR THE PROJECT:

DESCRIBE THE CONCEPT FOR THE GRANT:

REVIEWED BY:

Supervisor

Date