

Grant Process Flow Chart Explanation

All stages in the grant application process require corresponding internal CMC forms and/or procedures that can be found on the Office of Sponsored Programs (OSP) web site. The forms must be completed and submitted to OSP before a grant application can go forward. Forms can be submitted electronically or in hard copy.

http://coloradomtn.edu/faculty_staff/office_of_sponsored_programs/

For the purposes of the flow chart and flow chart explanation, the Project Initiator is the person who is seeking grant funding. The Grant Manager is the person who manages the grant on a daily basis and may or may not be the same person as the Project Initiator. In general, they are one and the same, though there may be instances where a Project Initiator seeks grant funding with plans to hire a Grant Manager.

Concept Stage: This is the initial stage of the grant application process. At this stage, the Project Initiator (Grant Manager) has a basic idea for a grant-funded program. The “concept” may have come from a variety of sources, including the weekly CMC Grant Opportunity Bulletin, a previous or current project, independent research, or research in collaboration with the CMC Office of Sponsored Programs (OSP). A potential source of funding should also be considered at this stage, including Federal, State or Local governments, as well as foundation or corporate sponsors.

Once a concept has been formulated, the Project Initiator (Grant Manager) must complete a Step #1 – Concept Approval form and submit it to OSP, along with any funding organization application guidelines. The one-page Step #1 form requires very basic project information, as well as approval from a Supervisor and/or campus CEO. OSP will review the form, looking for any conflict with CMC Foundation activities. If a conflict is found, OSP will have the Project Initiator (Grant Manager) seek further approval from the Foundation. If no conflict is found, the Project Initiator (Grant Manager) is free to go forward with the writing of a grant proposal. In some cases, the Project Initiator (Grant Manager) may seek to use the 501(c)(3) status of the Foundation in pursuing a grant opportunity. In that event, the Project Initiator (Grant Manager) should discuss the proposal with Foundation personnel. In any event, the Step #1 form will be placed in the OSP Pending Grant File.

Grant proposals are generally written following standard government agency formats or other formats as required by the funding organization. It is the responsibility of the Project Initiator (Grant Manager) to obtain and follow all application guidelines and requirements. During the proposal writing process, OSP will be available for grant writing and budgeting tip. OSP may suggest outside proposal writers when requested. Under certain circumstances, OSP may also provide limited funding for the hiring of an outside proposal writer.

Proposal Stage: After the grant proposal has been written, the Project Initiator (Grant Manager) must complete a **Step #2 – Proposal Assignment Number** form and submit it to OSP, along with a copy of the proposal. The one-page Step #2 form requires very basic project information, as well as approval from the President, the President’s designee, or the President of the CMC Foundation (when using the 501(c)(3) status of the Foundation, or when applying to an organization with which the Foundation has an ongoing relationship). The Manager of the Purchasing and Contracts Department and the OSP Grants Officer are authorized as President’s designees.

Once the Step #2 form and proposal have been submitted to OSP, the proposal will be reviewed and necessary feedback will be provided to the Project Initiator (Grant Manager) by OSP. The proposal information will also be entered into the “Blue Notebook” in the Purchasing and Contracts Department and given a College Database Assignment Number. The proposal information will then be entered into the OSP Grant Status Report Database, with a hard copy of the proposal and Step #1 and Step #2 forms placed in the OSP files. In addition, OSP will submit a copy of the Step #1 and Step #2 forms, along with a copy of the proposal, to the Business Office.

After the above Step #2 process, the proposal will be ready for submission to the funding organization, either electronically or by mail (or courier service). Electronic submission may be done by the Project Initiator (Grant Manager), the OSP Grants Officer, or the Manager of the Purchasing and Contracts Department, depending on the requirements of the funding organization. Some electronic submission systems, such as the U.S. National Science Foundation “FastLane” web site, allow a registered user to upload the proposal, but require a registered administrator to submit the proposal. Other systems, such as the U.S. Department of Education “e-Grants” web site, allow a registered user to complete an on-line application, but require a faxed form from an authorized representative before the application process is considered complete. Regardless, the Project Initiator (Grant Manager) should coordinate with OSP and begin the submittal process several days before the proposal deadline as these electronic systems frequently experience technical problems. Hard copy submission of a proposal by mail or courier service should be done by the Project Initiator (Grant Manager).

Award Stage: This stage is the culmination of the grant application process. The project will either be funded, not funded, or a request for changes to the proposal will be made by the funding organization. If the project is funded, the Project Initiator (Grant Manager) will receive a letter of award and/or a check. Once an award letter and/or a check is received, the Project Initiator (Grant Manager) must complete and submit a **Step #3 – Grant Award Notification** form to OSP, along with a copy of the letter and/or the check. The award information will be entered into the “Blue Notebook” in the Purchasing and Contracts Department. The award information will also be entered into the OSP Grant Status Report Database, with a hard copy of the Step #3 form, the award letter and/or a copy of the check placed in the OSP files. In addition, OSP will submit a copy of the Step #3 form, the award letter and the original check to the Business Office.

During this stage, the Project Initiator (Grant Manager) should also contact the Business Office to inform them of the method of payment (check, wire transfer, etc.) and the frequency of payment (one-time lump-sum, monthly, quarterly, annually, cost-reimbursement, etc.). In addition, the Project Initiator (Grant Manager) should provide the Business Office with a copy of the final approved project budget and request a cost center be set up with general ledger accounting lines.

Once the above steps have been taken, the Project Initiator (Grant Manager) is ready for the day-to-day management of the grant. It is the responsibility of the Grant Manager to manage the grant on daily basis. It is also the responsibility of the Grant Manager to prepare and submit any project status reports and financial reports to the funding organization based on the requirements of the award. However, OSP will provide oversight and advice when necessary. This includes compliance with the rules and regulations of the funding organization. Further, OSP will conduct an internal audit of the grant files at some point during the life of the project to ensure that the grant meets minimum external audit requirements.

Closeout Stage: This is generally the final stage in the life of a grant. At this stage, the Grant Manager may: request an extension with the funding organization (if all project funds have not been spent), or a renewal (if additional funding is available), or simply close out the grant. Regardless, the Grant Manager should inform OSP of the decision concerning closeout.

Once the grant is ready for closeout, the Grant Manager should submit all final project performance reports and financial reports to the funding organization based on the requirements of the award. The Grant Manager should also monitor the settlement of accounts between the Business Office and the funding organization. In addition, the Grant Manager should inform OSP that the closeout process is complete. After the Grant Manager has concluded the closeout process, OSP will enter that information into the Grant Status Report Database and the corresponding hard copy files. In the event of an audit after the grant is closed out, OSP will provide any support necessary.