



A Step-By-Step Guide to Grant & Contract Development

The Office of Institutional Development is your comprehensive resource for the development of grant or contract proposals. From the time you develop your idea to the administration and close-out of your award, services are available to assist you every step of the way.

Your Step-by-Step Guide:

- (1) Assess the need and develop your project idea.*
- (2) Draft a basic outline of your project idea or take a look at other similar projects to better formulate your plans.
- (3) Conduct a funding search/request funding search assistance. **
- (4) Complete a **Proposed Grant Project/Program Form** and submit it to your immediate supervisor.
- (5) Upon approval of your project/program plan, meet with the director of Institutional Development, Lynda Parlett, to discuss your proposal and what you need for your application. Ms. Parlett can assist with everything from finding funding to writing the proposal!
- (6) Develop your proposal according to the sponsor guidelines.
- (7) If your project involves Human Subjects (are you conducting surveys, interviews, experimental and control groups, etc.?), you may need to request a review of your plan by our Institutional Review Board prior to submission of your proposal.
- (8) The Office of Institutional Development will submit your proposal to the sponsor agency.
- (9) When you receive your award notice, Ms. Parlett will schedule a meeting with you including the Business Office to discuss the information contained in the terms of your award, the project reporting requirements and schedule, any special compliance requirements, how to establish your project fund account and make expenditures from that account and, the support services that you can expect to receive throughout the life of your project. (The President and CFO must sign award documents.)

The Office of Institutional Development is ready, willing and able to support you through all of these steps.

(*If you are in the early stages of considering a research idea and want to discuss it before proceeding to the outline stage of development, please feel free to call Director Lynda Parlett to schedule a meeting- ext. 4265. She will be glad to meet with you to listen, brainstorm, and provide sample proposals or other assistance. **There are tools available to search for funding

resources in the Office of Institutional Development. Lynda Parlett is glad to assist you with a search for funding utilizing these tools. Just call or e-mail to discuss your needs!)

Important Information to Know

Why sponsors provide grant monies: The reason any sponsor is willing to pay for projects is to meet their own needs or to fulfill their mission. Whether the Office of Institutional Development conducts your funding search or you strike out on your own, as you begin your quest for funding, examine the components of your project and the mission or need statements of the sponsor for the best fit. If your project meets the sponsor's needs, you are much more likely to be successful.

Sources of funding: These may include government (local, state and federal), foundations, corporations and special interest organizations. The Office of Institutional Development has access to an online database of foundation, state and federal funding sources.

Regulations: Grants and contracts are governed by numerous onerous regulations (read red tape) but they are manageable if you have an experienced professional to assist you, and you do with our Office of Institutional Development. Even if you are a seasoned grant director or principal investigator and don't need help with proposal development, **contact Ms. Parlett early anyway** to let her know that you intend to apply for a specific program, whether it is a grant or contract, and the deadline date. She can provide you with updates of institutional policies, federal, state and sponsor regulations about which you need to be aware prior to submission of your proposal. And, since every proposal must receive institutional approval, she will also help to shepherd yours through the process.

Read Grant and Contract Guidelines Carefully: If the program to which you wish to apply requires a **Cost Share or Match**, you **must** receive approval from your Supervisor/Department Chair and Dean as well as the Cabinet for the commitment of College resources prior to submission. If in doubt regarding what the guidelines mean, Lynda Parlett can assist you with deciphering all of the "grant-speak."

Prep Work: Before you start working on your project, you'll want to do your homework to find out if what you propose has already been done, if the sponsor has an interest in funding this kind of project and/or if there are potential partners or consultants who have received funding for similar work.

Submissions: Some grant programs/sponsors limit the number of applications from individual institutions (limited submission policy or practice) and/or PI's so it is critical that the Office of Institutional Development be made aware of everyone who intends to apply for a grant or contract well ahead of the submission date. Why is this important? If we submit more proposals than a program allows, the sponsor can reject all proposals from Southwestern without review. It is equally important that you start the development process well ahead of time in order to receive institutional approval to proceed and to have sufficient time to prepare

a competitive proposal. *Keep in mind that all grants and contracts must receive institutional approval prior to submission!*

Writing the Proposal: You don't have to write like Shakespeare to win a grant award. What makes the biggest difference is following the sponsor guidelines precisely and proofreading. There are a few "tried and true" tips and strategies Lynda Parlett can share with you that can help you become successful. Contact Ms. Parlett ext. 4265, l_parlett@southwesterncc.edu when you're ready to get started.

Human Subjects Institutional Review Board (IRB): The Institutional Review Board (IRB) reviews research protocols, modify/approve protocols, ensure/waive informed consent, and conduct continuing reviews of ongoing research on behalf of the institution. All research conducted with human subjects by Southwestern faculty, staff, and students is subject to IRB review. Please note that the IRB approval process may take some time so you are encouraged to submit your request as soon as possible. See the Faculty Handbook for further information.

Contracts and Subcontracts: A contract is a legally binding document that serves as a procurement mechanism to acquire property or services for direct benefit or use of the sponsor. The idea originates with the sponsor. Contracts entail specific obligations, and define specific details of the legal relationship between both the funding agency/sponsor and recipient. Contracts are a more restrictive mechanism for securing services than grants and may specify penalties for non-performance. Contracts may be awarded for research, assessment, specific work performance, instruction, training, and/or similar activities. A contract proposal generally includes a description of the project called the Scope of Work, a budget, the timeline for the work and the proposed reporting mechanism. Your work on a contract is included in your total Time and Effort calculation just like a grant. And, just like a grant proposal, you must receive institutional approval prior to submission.