GRANT PROCESS FLOWCHART

Supplement to Grants Management Guidelines

Pre-Award Phase

GRANT SEARCH → **GRANT PROPOSAL APPROVAL FORM** → **GRANT PROPOSAL PREPARATION** → **GRANT PROPOSAL SUBMISSION**

GRANT SEARCH
- Work with Grants Administrator to research grant options. Make sure your supervisor knows your ideas and supports researching grants.
  Grants Administrator: grants@volstate.edu

  CONSIDERATIONS:
- Alignment with Strategic Plan & 1/3/5-yr Plans
- Needs: Program/Project/Workforce/Student
- Objectives
- Approach
- Outcomes/Impact
- Time Frame
- Institutional Commitment (Req. Resources) – Funding Match/Technology/Space/Personnel Needs/Time
- Viability - realistic time frame & deliverables
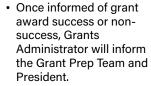- Sustainability of project(s) after grant ends

GRANT PROPOSAL APPROVAL FORM
- Discuss interested grants with Grants Administrator, Supervisor/Dean/AVP, and associated VP
- To move forward, complete and submit the Grant Interest Approval Form (Online Dynamic Form) accessible in the Employee Forms app (Portal - to be added) and Grants webpage.

GRANT PROPOSAL PREPARATION
- If Grant Proposal Approval Form approved, Grant Administrator will work with the Project Coordinator to establish a Grant Writing Team, app timeline, assign responsibilities, etc.
- The Team will include (not limited to) Grants Administrator, Grant Writer, Project Coordinator, Associated VP, Dean, Business & Finance rep, other determined key stakeholders.

GRANT PROPOSAL SUBMISSION
- The Grants Administrator will circulate the grant app final draft for approvals/signatures.
- With approvals, the Grants Administrator (or authorized institutional person) will submit the final grant proposal to the funding source.

Award Phase

ANNOUNCEMENT OF GRANT AWARD → **GRANT AGREEMENT**

ANNOUNCEMENT OF GRANT AWARD
- Once informed of grant award success or non-success, Grants Administrator will inform the Grant Prep Team and President.

GRANT AGREEMENT
- Only the President has signatory authority to commit the college into grant agreements/contracts or partnerships and commit any college resources (monetary, faculty/staff time, etc.)
- Grants Administrator, Coordinator of Purchasing & Contracts, and key stakeholders will review and process grant agreements.
- Coordinator of Purchasing & Contracts routes agreements/contracts/etc. for signatures
- Copy of signed agreement is to be kept on file by Grants Administrator, B&F Office and grant Project Coordinator.

Post-Award Phase

IMPLEMENTATION → **MAINTAIN & SUSTAIN** → **FINALIZE**

IMPLEMENTATION
- Financial management of grants are set-up by AVP B&F, Director of Accounting, and Grants Accountant in collaboration with the Grants Administrator.
- Post Award Team created by Grants Administrator and Project Coordinator.
  ◦ Implementation of grant deliverables/projects.

MAINTAIN & SUSTAIN
- Post Award Team will communicate regularly to monitor grant progress and make sure grant requirements are met.
- Monitoring deliverables/projects, budget review, reporting, reapplication, sustainability preps, and other grant requirements.

FINALIZE
- Grants Administrator, Assigned Accountant, and Project Coordinator complete grant close-out and final reports
- Prepare for audit, retain records. Grant documentation should be maintained according to Uniform Guidance, TBR, College, grant-agreement requirements. Records should be kept minimum 5-years unless grant says more.