The Lifecycle of a Grant

Phase 1: Matching Projects with Funders

Staff or faculty communicate needs and ideas to Grant Writer.

or

Grant Writer finds grant that may be a fit and approaches faculty or staff.

If it looks like a potential match...

Grant Writer reviews program and provides faculty or staff with a summary of key points. Grant Writer and faculty/staff discuss program summary and decide whether or not to pursue the grant.

"The Microbiology lab needs a new autoclave."

"I have an idea for a student led research project and need funding for supplies and equipment."

"There is a federal grant for STEM education. What projects do you have planned that might be fundable?"

YES – This grant is a good fit and would help to strengthen our program.

NO – The funding amount is too small or too large. We would not be able to meet the funder's requirements. We are unable to come up with the required matching funds. The grant is not a good fit with our program goals.

Relevant Documents:
- Funding Needs List
- Funder Calendar
- Grant Summary Review Template

Phase 2: Application

1. Grant Writer reviews application requirements, creates narrative template, reviews budget requirements, starts draft of narrative.

2. Project Director (PD) is identified. Grant Writer and PD meet and use Grant Planning Checklist to draft budget, need, objectives/outcomes, evaluation plan, identify collaborators. PD provides supporting documents such as CVs, lists of current/pending support, lists of key people they've collaborated with (to prevent conflict of interest).

3. Grant Writer creates support letter template and PD requests 3 – 7 letters of support.

4. Grant Writer drafts budget, sends to PD for review.

5. Grant Writer writes narrative, gathers supporting documents, completes forms.

6. (At least 5 days prior to deadline) Grant Writer and PD review final draft of application using application review sheet. Grant Writer describes review process to PD. ("What happens to my grant after it's been submitted?"

7. (At least 5 days prior to deadline) Notify administration that grant will be submitted. Grant approval summary sheet: Department, amount, summary of project, DCB match requirements, award notification date

8. Submit grant. Update grant tracker. Reward yourself!

Relevant Documents:
- Grant Planning Checklist
- Grant Approval Summary Sheet
- Application Review Sheet
- Grant Tracker

Grant Awarded!

Grant not Awarded

Phase 3: Grant Management

Funder sends award notification and award documents.

Grant Writer updates Grant Management Worksheet, creates award file for grant.

Grant Writer, PD, Finance Director meet. They ensure all award documents are signed and returned to funder. Review payment and financial reporting requirements and review Grant Management Worksheet to ensure information is correct.

Grant Writer and PD review project workplan, timeline, activities, outputs, outcomes, evaluation plan, reporting calendar.

Update Grant Tracker

Send press release announcing grant award to Administrative Assistant to the Dean.

Celebrate!

Grant Writer will send Outlook reminders to PD and Finance Director 3-4 weeks before reporting and payment deadlines. Grant Writer will check in with PD at 6 months and 12 months regarding program progress.

Relevant Documents:
- Grant Management Worksheet
- Post Award Grant Review Checklist
- Grant Tracker

Project Not Awarded: Review Feedback. Make note of where improvements could be made. Make note of when grant is next available. Notify Project Director. Update file. (If there is an appeals process and grant is near funding cutoff line or otherwise merits an appeal, write and submit the appeal.)