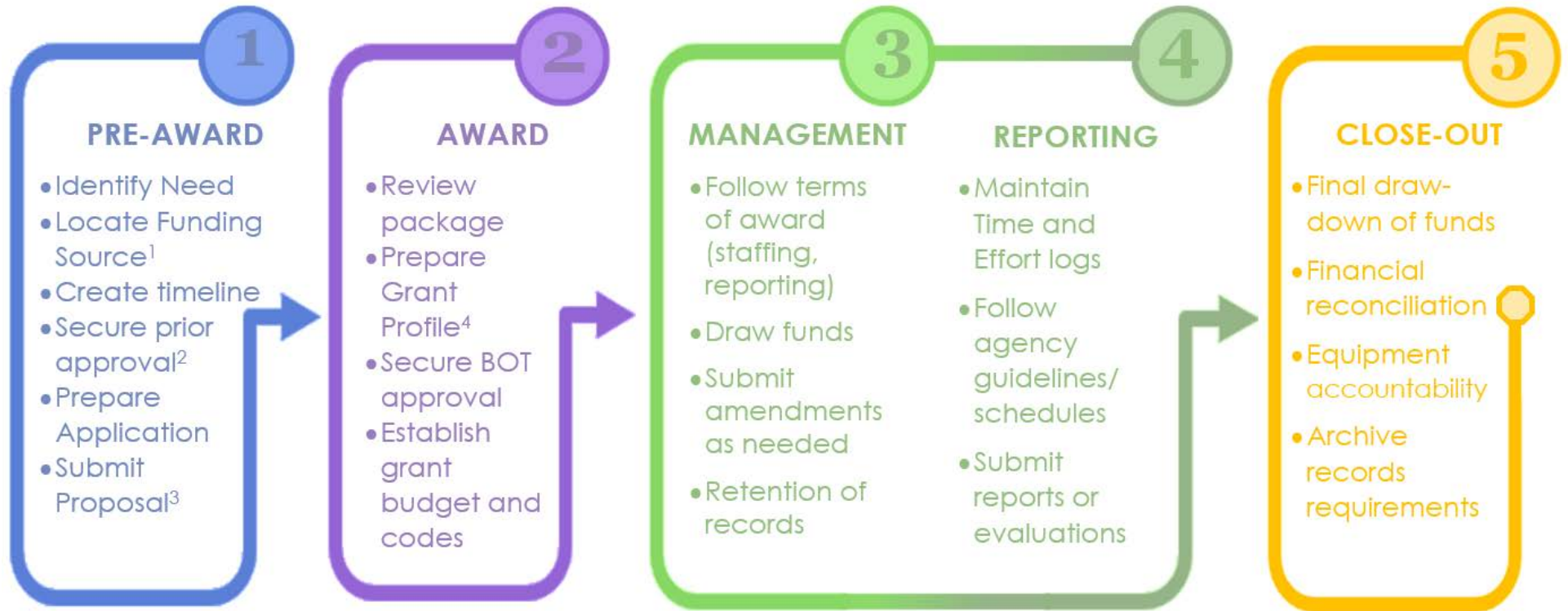


State Fair Community College Grant Cycle



¹SFCC Grant Research Request Form

²Prior Approval Form

³Proposal Routing Form

⁴Grant Profile Form

SFCC Grant Processes – Pre-Award

Identify Funding Need

Responsibility of Project Initiator

Relate to SFCC Strategic Plan or institutional goals

If not related to Strategic Plan or goals, determine (through supervisor or administration approval) if it is worthwhile to pursue

Search for Funding Opportunities

Responsibility of Project Initiator or Grants Office

Project Initiators who are aware of funding opportunities should move forward to the Application Preparation step.

If no funding sources has already been identified, use **SFCC Grant Request Form** on Grants Office webpage (<https://www.sfccmo.edu/offices-services/sfcc-institutional-effectiveness/grant-services/>)

Create Project Timeline

Responsibility of Project Initiator in coordination with Grants Office

Set a “due date” ahead of the actual due date to allow time for any corrections or possible re-submissions

Set a schedule of meeting times for Proposal Development Team

Application Preparation

Responsibility of Project Initiator and Grants Office

Obtain approvals to move ahead with application preparation from appropriate supervisor or administration office using **SFCC Prior Approval Form**

Identify Project Director for the proposed application (may be Project Initiator)

Establish a Proposal Development Team that could include Grants Office, relevant stakeholders and the identified Project Director

Grants Office (along with IR) will work with the Proposal Development Team to provide obtainable data needed in support of the application process

Grant writer will work with Project Director to construct objectives, grant narrative, logic model, or other components needed to meet the requirements of the funding agency guidelines

Project Director will involve other campus offices as needed for application completion

Submission

Responsibility of the Grants Office

Obtain final approvals for submission using **SFCC Grant Application Routing Sheet**. *Approval process will begin one week prior to due date.*

Grants Office to complete submission through appropriate means specific to each application (grants.gov, funding portals, other state and/or federal application submission systems, etc.)

Grants Office responsible for necessary edits or re-submissions

SFCC Grant Processes – Award

Review Notice of Award/Award Package

Responsibility of Project Director

Award packet may contain additional information or funding changes/requirements that need to be noted.

This notice may be received by the Grants Office, the Project Director or other administrative office depending on application information. Recipient will notify other pertinent entities.

The Project Director should review the original application to ensure that the funding notice aligns with what was outlined for the project in the original submission

Prepare Grant File

Responsibility of Project Director to submit and update as necessary

Responsibility of Grants Office to maintain file of all awarded **Grant Profile Forms**

Institution Acceptance/Board Approval of Award

Responsibility of Project Director to secure Board of Trustees approval to accept funds and to notify appropriate campus offices of such approval

Set Up Grant Budget and Codes

Responsibility of Project Director to coordinate with all appropriate offices to set up the budget for grant expenditures

SFCC Grant Processes – Project Management

Follow Terms and Conditions of Award

Responsibility of Project Director to be familiar with funding agency terms and conditions and operate project within those guidelines

- Staffing
Responsibility of Project Director to work with HR Office to fulfill any staffing needs of the project
- Reporting Requirements
Responsibility of Project Director, with assistance from other campus offices as needed, to complete and submit all required reports according to the schedule set by funding agency (see Reporting guidelines)

Draw-Down Funds

Responsibility of Business Office, in conjunction with Project Director, to draw-down awarded funds

Responsibility of Project Director to provide all reports/documentation needed for draw-down to Business Office

Responsibility of Business Office, in conjunction with Project Director, to track any promised matching funds. Always follow agency guidelines for matching funds.

Responsibility of Project Director to track use of matching funds (such as those for equipment and/or construction) to allow for accountability of expenses

Submit Project Changes/Amendments

Responsibility of Project Director to complete and submit (with assistance from other campus offices when needed) any necessary amendments to the project for funding agency approval (such as personnel changes, budget changes or modifications, etc.)

Project Manager Substitution

Responsibility of Project Director to notify Grants Office in the event he or she is leaving the institution or will no longer be able to serve as Project Director. Grant Profile Form will need to be updated to reflect new Project Director

Retention of Records

Responsibility of Project Director to be knowledgeable of and adhere to record retention requirements for the period of time and in the modality required by the funding agency (some may require original paper documents)

Files should be marked with the appropriate dates (closeout date and destroy date) and should be stored with an acceptable level of security and access for Project Director or other administrative staff

In the event that the Project Director discontinues association with SFCC prior to closeout and destroy dates, all records should be transferred to the Grants Office until a replacement Project Director is secured.

SFCC Grant Processes – Reporting

Fulfill Reporting Requirements

Responsibility of Project Director to follow funding agency guidelines and schedule and complete and submit required reports with assistance from other campus offices when needed (IR, HR, Business Office, etc.) Project Director shall prepare and submit any project reporting requested by project stakeholders such as the Board of Trustees

Complete Time & Effort Reporting

Project Director to complete, if required, any Time & Effort Reporting (to be referenced at a later date)

SFCC Grant Processes – Closeout

Follow Closeout Procedures as indicated by funding agency, state/federal regulations and institution regulations

Final Draw Down of Funds

Responsibility of Business Office in coordination with Project Director

Final Financial Reconciliation

Responsibility of Business Office in coordination with Project Director and any other relevant campus offices

Submit Final Reports

Responsibility of Project Director in accordance with funding agency guidelines

Assistance from other campus offices and/or Grants Office if needed (such as data reports, financial reports, etc.)

Equipment Accountability

Responsibility of Project Director

May involve ITS for asset management of grant purchased equipment

Sharing of Project Data/Results (if required)

Responsibility of Project Director to share project data or results if required to do so by funding agency

Assistance from other campus offices if needed (Grants Office, IR, Marketing, etc.)

Retain Records

Responsibility of Project Director and SFCC to retain records for required period of time in event for project audit or review

***Note:**

In the event that a funding agency is not satisfied with grant project performance, it will be the responsibility of the Project Director to coordinate response efforts

For grants that have a funding/renewal cycle (such as TRIO SSS or Upward Bound) - they do not have an official closeout, but instead have a new funding period indicated by a new project number