Policies and Procedures for Submitting Grant Proposals

- Bishop faculty, staff, and administrators are encouraged to contact the Grants Administrator about any grant-seeking activities **before** beginning work on a proposal.
- Grant funding sources can be identified in several ways:
 - Grants Administrator conducts ongoing research to locate opportunities and inform faculty/staff.
 - Faculty/staff and community partners identify potential funding sources and request that further research be conducted.
- The Grants Administrator is available to coordinate planning meetings to discuss project ideas, assist with preliminary program and budget development, and to analyze proposals for consistency with College priorities and strategic fit with the requirements of the funding source.
- The Grants Administrator reviews and edits (if necessary) all proposals submitted by the College to ensure that proposals are well-written and complete with information that is compelling to the funding source.
- Final submission of grant is coordinated by the Grants
 Administrator. Federal grant requests are submitted by the
 Grants Administrator/Business Office to ensure that forms are
 accurately completed, all required documentation is included,
 and that submission deadlines are met.



For more information, contact Melisa Gaither. Email <u>mgaither@bishop.edu</u> Phone 251-405-7081

Project idea is identified.

Grant Concept Form is completed and submitted.

Identify funding opportunity. (Grants Administrator, Bishop Faculty/Staff, or by invitation)

Upon Presidential approval, Grants Administrator meets with project committee to discuss project and determine action.

Using all applicable resources to guide decision, either

(a) team proceeds with project or (b) team does not proceed and opportunity is filed for later consideration.

Note: Committee is defined as the Project Leader, Dean/Assoc. Dean, Business Officer, and Grants Administrator

Grant Submission Approval Form is submitted AND approved

Project Team meets regularly.

Proposal is drafted by Project Team.

Grants Administrator finalizes proposal with Project Leader.

Final proposal is submitted to President for approval.

Response is given to proposal.

Grants Administrator announces award, has post-award meeting with Project Leader, and project is implemented OR proposal is denied. Grants Administrator notifies team, requests reviewer comments, and determines feasibility of pursuing additional opportunities for the project.