INSTITUTIONAL ADVANCEMENT

Grants and Foundation Relations: Finding Funders, Developing and Submitting Proposals and Managing Grants
August 2023
GRANTS AND FOUNDATION RELATIONS
Finding Funders, Developing and Submitting Proposals and Managing Grants

- Grants and Foundation Relations Goals
- How Grants & Foundation Relations Can Help You
- Getting Started
- Resources for Locating Funding
- Developing the Proposal and Budget
- Proposal Reviews
- Approval and Submission
- Post-award Management
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Goals

• Develop a University-wide coordinated and sustainable philanthropic revenue stream through grants from:
  ▪ Private foundations
  ▪ Corporations
  ▪ Government entities

• Support the University’s faculty and programs by utilizing best practices for prospect research, proposal writing, and stewardship
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Helping You

• Locate prospective funding sources
• Proposal development
• Proposal review and approval
• Proposal submission
• Post-award management
Faculty/Staff-Initiated

Project or opportunity identified by:
~ Individual
~ Collaborative team

Grants and Foundation Relations-Initiated

Identified via:
~ Research
~ Funding alerts

Funder-Initiated

Resulting from:
~ Past support
~ New connections
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Resources for Identifying Funders

• Grants and Foundation Relations Web Page: https://www.antioch.edu/resources/general-information/grants-foundation-relations
  ▪ Subscription resource:
    ➢ InfoEd SPIN
    ➢ Foundation Directory Online
  ▪ Free resources
    ➢ Foundation Center: http://foundationcenter.org/
    ➢ US Federal Agencies: https://www.grants.gov/
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Developing the Proposal and Budget

• Grants and Foundation Relations takes the lead on:
  ▪ Meeting eligibility requirements
  ▪ Point of contact with the funder for questions
  ▪ Provide required institutional information
  ▪ Writing (some of) the narrative
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Developing the Proposal and Budget

- Grants and Foundation Relations takes the lead on:
  - Budget development
  - Proofread/edit proposal narrative (as needed)
  - Routing the proposal and budget for approvals
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Developing the Proposal

• The Principal Investigator or Project Director takes the lead on:
  ▪ Writing (most of) the proposal narrative
  ▪ Identifying personnel, equipment, and other budget requirements
  ▪ Ensuring the proposal addresses the funder’s specific questions and requirements
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Developing the Proposal

Review the final proposal for adherence to funder guidelines and requirements
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Developing the Budget
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Developing the Budget

- Standard budget items include:
  - Salaries, wages and fringe benefits for all personnel
  - Equipment
  - Travel
  - Cost sharing
  - Materials and supplies
  - Publication costs
  - Consultant services
  - Indirect costs

- Budget template on Grants and Foundation Relations web page
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Developing the Budget

- If it’s in the narrative, quantify it in the budget
- If it’s in the budget, describe it in the narrative
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Proposal and Compliance Reviews

• All proposals must be reviewed by Grants and Foundation Relations prior to submission

• Special review may be required:
  - Human subjects: Institutional Review Board (IRB)
    ➢ See http://www.antiochne.edu/institutional-review-board/ for campus contacts
  - Animal use: Institutional Animal Care and Use Committee (IACUC)
  - Conflict of interest
  - Intellectual property
  - Technology transfer
  - Acceptance of award terms and conditions
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Approval and Submission

• Routing for final approval
  - Final approval typically includes Department Chair or Director, Dean, VCAA and the finance office
  - It takes time! Review and approval can more than 5 working days for proposals that don’t require special review and longer for proposals requiring IRB, IACUC or other review
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Approval and Submission

• Submitting the Proposal
  - Grants and Foundation Relations will work with the PI/PD on:
    - Gathering and formatting required attachments
    - Determining who assembles and submits the final proposal package
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Post-award Management

• Review post-award requirements and determine who is responsible for ensuring they are carried out

• Post-award management can include:
  ▪ Signing agreements or contracts
  ▪ Sending a letter of thanks to the funder
  ▪ Negotiating award specifics with the funding agency
  ▪ Managing the project's activities
  ▪ Requesting changes to the scope of work or budget
  ▪ Submitting interim and final reports
  ▪ Closing out the grant account
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Contact Information

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