



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





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Getting Started: Paths to a Proposal

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

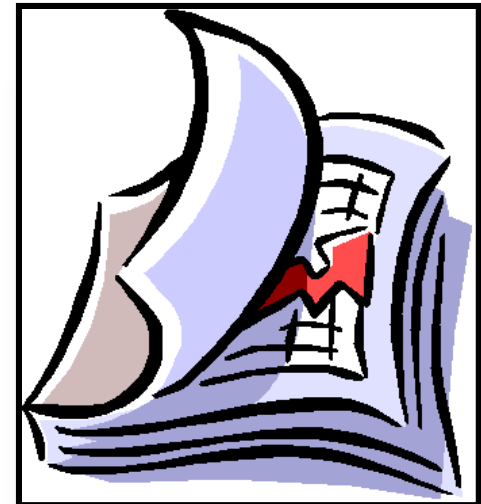
- Routing for final approval
 - Final approval typically includes Department Chair or Director, Dean, VCAA and the finance office
 - It takes time!
Review and approval can more than 5 working days for proposals that don't require special review and longer for proposals requiring IRB, IACUC or other review



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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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