

# FAQ: GRANT DEVELOPMENT AND WRITING

## Grant Development/Writing

### TOPIC: Getting started / First Steps

- Q. I have an idea for a project/see a need for which additional funding resources are required/have found a grant opportunity I want to pursue (or think the college should pursue). Who should I contact and/or what should I do next?*
- A. Please contact the Grants Development team – in the Office of Grants Management – to set up a meeting to discuss your ideas and next steps. We will help you with the proposal process, including verifying eligibility, developing a timeline, and securing necessary approvals to move forward.
- Q. I have never applied for a grant before. Do I have to search for a funding resource?*
- A. No, often faculty and staff are unfamiliar with funding sources. Most of the time the Grants Development team in the Office of Grants Management will conduct the search for an appropriate funding source.
- Q. What if I need help with writing a grant proposal or developing a grant budget?*
- A. Before you begin writing a grant proposal, please contact the Grants Development team (Office of Grants Management) to discuss your plans. If the proposed project or concept is in keeping with the college's mission and values and the college is eligible to apply, we can assist with writing, editing and planning a budget.

### TOPIC: Grant submission

- Q. Who is authorized to submit grants on behalf of the college?*
- A. All grant proposals must go through the Office of Grants Management, which will route it through the required approval process and submit on behalf of the college.
- Q. Why is it necessary for grant proposals to go through the Office of Grants Management?*
- A. There are multiple reasons for this. Some of the most important are:
- i. A single point of communication is needed to ensure that grant proposals fit with the mission and goals of the college, meet the priorities of the funding opportunity, and do not conflict with existing grants, policies, or commitment of resources. It is also important to ensure the college has the capacity to carry out the work required, and is not competing with (or disqualifying) itself by having more than one employee/department apply for the same opportunity, unless expressly approved.
  - ii. Receiving a grant award carries with it a legal obligation for the college to abide by the terms of the grant contract. Individual employees do not have the authority to enter into contracts/grant agreements on behalf of the college – only the Chancellor and/or Vice-Chancellor of Fiscal Affairs may do that. The OGM ensures that required approvals are obtained before a grant is submitted, and that grant agreements are properly reviewed before funds are accepted. Failure to abide by terms of the agreement, poor performance, mismanagement and/or misallocation of grant funds, changing the scope of the project without prior authorization from the funder, can cause very serious consequences to the college, as well as negatively impact its ability to be considered for future funding.

### TOPIC: Collaborations/Partnerships

- Q. What is the process if faculty or departments are contacted by another institution about being a partner on a grant?*
- A. Please contact the Grants Development team – in the Office of Grants Management – to set up a meeting to discuss the proposed partnership, the grant being considered, and the college's role in the proposed project.

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*Q. What is the process for obtaining letters of support?*

A. Please contact the Grants Development team (in OGM) to discuss. All such letters must be submitted to Grants Development, which is responsible for review, obtaining required approvals and signature. No one but the Chancellor (or her designee) is permitted to sign letters of support on behalf of San Jacinto College.