

## **Grant Review & Approval Process for Goshen College**

Employees of Goshen College are encouraged to pursue outside funding sources, including grants, to support special projects and research efforts. The grants coordinator is available for consultation to individuals and departments during the planning and writing process, but is not the primary writer.

### **I. First steps when you have a great idea for a project that needs outside funding.**

1. Complete the "Grant Development Decision Matrix for Faculty with a Project Idea" document.
2. Complete the "Project Description Worksheet" document.
3. Discuss your project idea with colleagues, your department chair and the development officer in the Goshen College Advancement Office charged with grants coordination.

### **II. Grant Approval Timeline.**

- A. **Smaller grants:** If the grant sought is to an individual to support research or writing, or if the amount is less than \$5,000, the department chair must approve, and the supervising president's council member must be informed. No further approval is required except permission from the vice president for institutional advancement to approach a potential donor, whether individual, business, church or foundation.
- B. **Larger grants:** If the grant is meant to establish a new program, or for an activity that involves more than one person, more than \$5,000, or if it requires matching funds, the following steps must be taken:

#### **a) At least two months before the proposal due date:**

The writer obtains **initial approval to develop a proposal** by submitting a one-page pre-proposal (brief description, outcomes, budget and project director qualifications) to the supervising President's Council member, along with a copy of the Request for Proposal or description of the foundation(s) to be approached.

#### **b) Two weeks after the pre-proposal is submitted:**

**Response will be sent** by the supervising President's Council member, vice president for finance, vice president for advancement and the president, using the "President's Council Grant Development Decision Matrix for Incoming RFPs & Faculty Initiatives" document.

If matching funds are required, all four of these administrators must approve plans to procure matching funds from special gifts until a specified date and then, following that date, the match shall be met with unrestricted gifts as a part of the budgeting process.

If the project is designed to continue beyond the period of the initial grant, the director of institutional research and vice president for finance must approve a plan for assessing and sustaining the project prior to submitting the proposal. If the assessment plan for the project indicates that it cannot be sustained, an approved exit strategy must be in place.

#### **c) During proposal development:**

The writer checks with the human resources office to ensure that job descriptions, salaries and benefits are accurate. The writer checks with the grants coordinator and the supervising

President's Council member to ensure that the proposal is as complete and as competitive as possible. Refer to "Grant-writing Tips" for more information.

d) **At least 10 days before the proposal is due:**

**The writer obtains final approval, using the form below.** The writer submits complete copies of the proposal and budget to each of the four people named on the approval form, along with a copy of this approval form. After receiving approval, the writer submits the final proposal to the grants coordinator for submission and record-keeping.

### Goshen College Grant Proposal Approval Form

(Approval process to be begun at least 10 days prior to submission deadline)

Name of project director/grant writer \_\_\_\_\_

Title of project \_\_\_\_\_

Sponsor/funding agency \_\_\_\_\_

Today's date \_\_\_\_\_ Submission deadline \_\_\_\_\_

Signature      Date

_____	_____	<b>Academic dean or dean of students:</b> The proposal supports programmatic or academic objectives of the college. Necessary personnel and facilities will be available.
_____	_____	<b>V.P. for advancement:</b> Advancement office supports this proposal.
_____	_____	<b>V.P. for finance:</b> Necessary personnel and facilities are provided for in the proposal. The budget is accurate. Amounts for institutional overhead/indirect costs are adequate.
_____	_____	<b>President:</b> The proposal supports the mission and strategic priorities of the college.

**After receiving approval from all four administrators listed above, the grant writer submits a final version of the proposal to the grants coordinator for submission and record-keeping.**