COLUMBUS STATE
GRANTS OFFICE

Grants Lifecycle Process

Phase: Ideation → Framing → Refinement → Negotiation → Implementation → Deployment → Close-out

Pre-Award

Ideation

Process

- **Screen Project Concept** (Assess need, scope, capacity, and support)
- Create Go/No-Go Matrix
- **Conduct Go/No-Go Evaluation Review**
- Gain approval
- **Develop Concept Paper**

Deliverables

- Annual Agenda
- Opportunity Overview
- Go/No-Go Matrix
- Concept Paper
- Approval (if needed)
- Risk Assessment (if needed)

Compliance

- Remain current on regulations and trends
- Provide training
- Communicate regulations

Framing

Process

- **Scope Project** (Document need, scope, capacity, and support)
- Create Compliance Matrix; Development Timeline
- **Create Logic Model**
- **Frame Draft, Proposal Narrative. Budget**
- **Write Proposal**

Deliverables

- Compliance Matrix
- Proposal Timeline
- Logic Model
- Draft Proposal
- Draft Budget

Compliance

- Shred agency RFP to analyze requirements & restrictions
- Ensure alignment with proposal

Refinement

Process

- **Review and Revise Drafts**
- **Finalize Attachments and Letters of Commitment**
- **Initiate Proposal Transmittal**
- Assemble all documents, signatures
- **Submit Proposal**

Deliverables

- Resume/CVs
- Agency Forms
- Signed Letters
- Red Team Review
- Final Proposal Package

Compliance

- Design compliant partner letters, statements of work & agreements
- Submit compliant proposal

Post-Award

Negotiation

Process

- **Negotiate with Funding Agency (if applicable)**
- Provide support documentation
- **Complete IRB Protocol (if applicable)**
- Gain IRB approval
- **Receive Award Documents**
- Notify stakeholders
- **Launch Project**

Deliverables

- Negotiation Response
- IRB Letter
- Award Letter
- Award Announcement
- System Status Update

Compliance

- Perform funding agency negotiation
- Assist in IRB Protocol application
- Train Principal Investigators

Implementation

Process

- **Hold Kick-Off Meetings**
- Draft Project work plan, press release
- **Confirm Implementation Plan**
- Finalize work plan, budget, timeline
- **Finalize Contracts, Agreements**
- Subawards, contracts
- **Hire or Assign and Onboard Employees**
- Job descriptions

Deliverables

- Kick-Off Meetings
- Press Release
- Project Workplan
- Operating Budget
- Signed Agreements
- Grant Personnel Forms

Compliance

- Assist with securing agreements from partners, vendors, evaluators
- Assist with budget compliance

Deployment

Process

- **Manage Project**
- PI and staff accomplish activities, achieve outcomes, create deliverables
- **Spend Grant Funds Through Compliant Stewardship**
- Meet all regulatory requirements, work with other institutional offices
- **Complete Reporting Requirements**
- Project reports

Deliverables

- Project Deliverables
- Audit Review
- Performance Reports
- Budget/Scope Modifications (as needed)
- Time & Effort Reports

Compliance

- Provide guidance during project to confirm outcomes and deliverables
- Manage site visits (if applicable)

Close-out

Process

- **Disseminate Results**
- Publish research, present findings
- **Plan Project Sustainability**
- Personnel, equipment, operations
- **Archive Project Materials**
- **Closeout Project**

Deliverables

- Dissemination Plan
- Dissemination Materials
- Sustainability Plan
- Final Project Reports
- Project Archive

Compliance

- Ensure performance reports and final close-out reports are compliant and timely

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