

Getting Started with Grants at Columbus State

External grant funding is a great resource to explore when seeking financial support for your special project or initiative. The Grants Office at CSCC is here to assist you with your search and proposal submission. **Please ensure all grant-related tasks, from proposal submission all the way through project closeout, are prepared in collaboration with the Grants Office to protect you and the College. Grants, including grant proposals, are legal agreements that impact the College and its operations institution-wide.**

In accordance with Policy 13-07, the President or his designees have sole authority to commit the college to the terms and conditions of a grant or contract for which the college receives moneys for a particular programmatic purpose.

If you are approached by a partner outside of CSCC who would like you to participate in a grant submission led by them, please contact the Grants Office immediately to ensure proper approval and to facilitate the process.

To help you get started, we have prepared the following checklist of things to consider.

1. Grants at Columbus State must align with the institution's strategic priorities, and **the project team is responsible for obtaining Vice Presidential approval before any submission, of any dollar amount.** This approval can be obtained through email and will be filed with the Grants Office records.
2. **Grants fund projects and initiatives.** You should be able to define a start and end date for your project, a project name, deliverables, activities, goals, and outcomes. Grants do not fund general personnel not related to the project or general operations costs.
3. Grants can come from federal, state, local, or private sources. Each of these sources has regulations that must be followed when implementing a grant project. Please collaborate with the Grants Office to ensure compliance with these regulations.
4. All grants need to consider sustainability of the project and project personnel beyond the grant project period. Grant funded positions are considered temporary in nature and are only secure as long as funding exists. Hiring new positions using grant funding should be considered carefully and approved by institutional leadership.
5. Grant projects are most competitive when they showcase innovative strategies in education and student success, rather than business as usual.
6. It is CSCC's best practices approach to complete due diligence in the proposal submission stage. As we continue with the Capital Improvement Plan, you may be asked to delay or revise your grant submission in consideration of our facilities and planning teams.
7. As the grant submission lead, you are ultimately responsible for the fiscal management and performance reporting of your project. Leading a grant project will take a portion of your work capacity (depending on the scope of the project), which you and your supervisor should be aware of and plan for. The management of grant awards are done in partnership with the Grants Office to provide guidance.
8. Poor performance on the project or poor fiscal management may result in grant funds being rescinded, and the College rendered ineligible for future funding.

9. In general, it takes anywhere from 6-18 months from the time of submission to the time you are authorized to spend the grant funds. **It is not advisable to seek grant funds for emergent costs that you need to address in the next six months.**

10. Food is generally not an allowable cost for grant funds. Some private funders may allow for this, but you will need to demonstrate why the food costs are contributing to the success of your project. Additionally, there are grants to organize and hold conferences which may allow event-related food costs.

11. Another option for pursuing grants at CSCC is through the Columbus State Foundation Mini Grants Program. The Mini Grants program serves to enrich the students experience, improve student success, or foster learning in innovative ways. Faculty and staff applicants can submit proposals that are purposeful, VP approved, and align with the College's strategic priorities. **Mini Grants from the Columbus State Foundation are awards, not exceeding \$2,500 per request, distributed to projects selected by a committee of the Foundation's Board of Directors.** Awards are made twice a year.

<https://staffcscsc.sharepoint.com/sites/FoundationMiniGrants/SitePages/Mini-Grants-Program-Overview.aspx>

Resources:

Major CSCC Funders

- Grants.gov – central database of all federal RFP's and grants
<https://www.grants.gov/web/grants/search-grants.html>
- HHS – hosting agency for healthcare related grant programs
<https://www.hhs.gov/grants/grants/index.html>
- NSF – hosting agency for STEM grant programs <https://beta.nsf.gov/funding>
 - ATE program - <https://beta.nsf.gov/funding/opportunities/advanced-technological-education-ate>
- DOL – hosting agency for workforce development grant programs
<https://www.dol.gov/agencies/eta/grants>
- DOE – hosting agency for education grant programs <https://www2.ed.gov/fund/grants-apply.html?src=go>
- ODHE – <https://highered.ohio.gov/educators/grant-resources>

Policies and Regulations

- Code of Federal Regulations (CFR) Title 2 Grants and Agreements -
<https://www.ecfr.gov/current/title-2>
- Institutional Review Board - <https://www.cscsc.edu/employee/our-college/irb/>
- College Policies and Procedures <https://www.cscsc.edu/about/policies-procedures/CSCC%20all%20policies%20and%20procedures.pdf>

Contact us today! We look forward to meeting you.

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