# **COLUMBUS STATE**

#### **GRANTS OFFICE**

# The New Grants Office

#### **MISSION**

The Columbus State Community College Grants Office will be a recognized national leader in securing funding and a campus leader in stimulating advancement through:

- the empowerment, support and education of faculty, staff, and the administration in successful grant proposal development and management;
- effective stewardship of funded projects to serve and protect the college; and
- integration of all internal and external stakeholders in a proactive, connected approach to grant initiatives.



#### **IDEATION SERVICES**

Research grant trends and identify proposal opportunities

Provide education/training for grant development and grant management Design and facilitate Compression Planning with Storyboarding® sessions for projects

Assist in concept generation and refinement

Perform Go/No-Go evaluation review and obtain approval to pursue funding

### PRE-AWARD PROPOSAL DEVELOPMENT SERVICES

Create compliance matrix of agency request for proposals and interpret proposal requirements

Determine project deliverables, activities, and outcomes; develop project logic model

Design, frame, and write or assist in writing of proposal

Engage peers or federal program officer for review of proposal draft (for major grants)

Assist in identifying partners and develop templates for letters of commitment

Work with Grants Accounting to develop budget Refine proposal, assemble all sections, and submit proposal to funding agency

## **POST-AWARD MANAGEMENT SERVICES**

Assist in negotiations with funding agencies

Develop implementation work plan upon funding award to successfully launch project

Onboard training for Principal Investigator and Project Manager/Coordinator

Facilitate internal and external relationships for grant stakeholders

Finalize post-award budgets working with project staff and Grants Accounting Work with project staff to create dissemination and archiving plan for project deliverables Troubleshoot any issues in post-award management with project staff Assist with periodic project performance reporting requirements and final closeout reports

# **COMPLIANCE SERVICES**

Manage compliance with Reearch Misconduct, Coflict of Interest, and IRB office Provide project guidance to confirm completion of deliverables and achievement of outcomes

Remain current on Pre and Post Award Regulatory Environment and Future Trends

Manage site visits or audits from funding agencies

Maintain grants database; track and report grants office performance