

NAVIGATING THE MAZE



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INTRO

Welcome: Melissa Alveraz-Majorado

BP & AP 3280

An Institutional Resource to:

- **foster and grow project ideas;**
- **locate funding opportunities;**
- **strengthen grant writing and project development capabilities;**
- **support the development of grant proposals and budgets;**
- **strengthen collaboration between college departments, and programs;**
- **nurture partnerships with external organizations;**
- **support project managers, as needed;**
- **support the completion and submission of reports to the relevant funders; and**
- **comply with internal and external approval and compliance requirements.**





LEADERSHIP....

and how it relates to grants

BP 3280: Any College employee may initiate action to prepare a proposal or subaward for funding from an outside agency (Fed., State, County, City, Private) but must do so through appropriate campus procedures.

What project ideas do you have? The Grants Office is available to brainstorm concepts.



AP 3280- PRE-AWARD

NEW Proposals or partnerships

- #1:** Discuss with your supervisor or Dean. Get buy-in.
- #2:** Fill out on-line Launch Pad found on the GO website.
- #3:** Work with GO to develop an estimate budget.
- #4:** GO will route Launch Pad for signature.
- #5:** Appropriate division VP takes to Executive Cabinet.

Timeline: *4-12 weeks prior to proposal due date*

We know that funding notices/subaward opportunities may present themselves outside this window. We will work with you. BUT..... The window **IS** the policy.



AP 3280

RENEWAL funding, and funding through appropriation or allocation.

#1: A Launch pad is **not** required for multi-year annual funding renewals as long as the Board has approved the project total.

#2: Any NEW funds provided to the **same award** requires approval through an abbreviated version of the Launch Pad found on the GO website and must include a spending budget.

#3: Any NEW funding through an allocated apportionment requires an abbreviated Launch Pad, workplan and budget.

#4: Any NEW monies received through renewal requires Board approval.



AP 3280- PRE-AWARD



Key to know:

NO proposal may be submitted or partnership entered into without approval of the Executive Cabinet and signed off by the President, and must go through the GO. **Period. No exceptions.**

If a college employee submits an application for funding and receives funding OR enters a funding partnership with another institution without following the internal approval process, the employee will **not** receive institutional support to implement activities and will be required to execute funded program on his/her time.



AP 3280- PRE-AWARD



Key to know:

ANY new monies received into the institution **MUST** receive Board approval before project activities begin. The Board approves ALL contracts, MOUs, and sub awards.

External partnerships who have received funding and performs the work on Rio's campus with direct impact on select departments or students **MUST** have a Launch Pad approved, even though the College is not directly receiving funding.



AP 3280- PRE-AWARD



Key to know:

Rio Hondo's Federally Negotiated Indirect Cost Rate Agreement (NICRA) is 25%. Unless capped by the funder, this rate must be used. In-kind and matching costs as part of a project's budget must be approved by the Business Office.

Institutional and/or Division letters of support require one week processing time. Think ahead.



PRE-AWARD QUESTIONS??



AB 3280- POST-AWARD

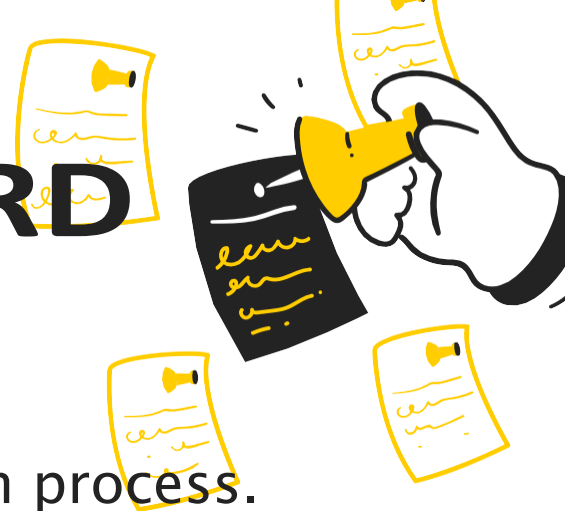
You're Funded: Now what?

#1: Sometimes the funder has a budget negotiation process. GO and Project Lead will reevaluate the budget.

#2: Once finalized, The **GO** will initiate the Board Agenda placement process via Board Docs.

#3: Subawards, contracts, MOUs are generated by the **Project Lead** and the **Contracts Office**, and can be developed prior to Board approval, but not signed or executed.

#4: **Project Lead** works with the **Business Office** to set up a restricted budget for the funded project., after Board approval.



AP 3280- POST-AWARD



Key to know:

The GO uses a grant tracking system called Grants Navigator for reporting alerts, budget tracking, and filing applicable reports for audit compliance. (Version 2.0 soon to be installed).

All activity reports work plans, evaluation reports will reside in Grants Navigator in accordance with the specific requirements of the funding agency, usually for a period of ten (10) years.

All financial records and contracts pertaining to individual grants are maintained by the Business Office for a period of seven (7) years.

FINAL COMMENTS



Key to know:

Not all funders are created equal and have unique application and reporting requirements.

Some proposals are better suited to go through the Foundation. i.e. direct student support– no programming; usually one–time expense; funding \$25K or less; little or no indirect (depending on project); no need of board approval.

The GO will work with the Foundation to determine project fit.

QUESTIONS??

