

## **SAU Tech Grant Procedures and Approval Forms**

### **Introduction**

Southern Arkansas University Tech (SAU Tech) has demonstrated an increased need for involvement in accessing externally funded grants and contracts. The funding agencies for potential grants and contracts include federal, state and local governments, as well as private funding sources such as foundations and private industry. Cooperative linkages with other educational institutions can increase the potential to access these sources. SAU Tech is committed to the pursuit of funding sources that are congruent with the mission and philosophy of the college and its long-range plans to provide quality education to the citizens of Arkansas. Utilization of external funding is a mechanism by which the college may update equipment, and address needs of specialized groups, and create new educational/career opportunities for students. The goal of seeking external funding is to increase the college's effectiveness and enhance the student's ability to obtain gainful employment within the community, and/or successfully matriculate to four-year colleges or universities.

The faculty and staff of SAU Tech will adhere to the policies and procedures of SAU Tech, the State of Arkansas, and of the potential funding source. To ensure that any services provided are in keeping with the mission and philosophy of the college, and to reduce the possibility of conflicting projects, SAU Tech will maintain control of any research, instruction, and linkages that are developed within the community using external funding sources.

Finally, SAU Tech encourages all of its employees to actively pursue external funding for projects that will meet the needs of the citizens of our service area.

### **Purpose**

This document provides a single source of reference for the procurement and development of grants and general guidelines for grant activities at SAU Tech. It is intended to provide information regarding basic processes involved in the utilization of grants as a funding source.

## Request to Proceed with Grant/Proposal Development- Step 1

(Application Packet/ SGA/Funding Guidelines MUST be attached.)

<b>BASIC DATA</b>	FUNDING SOURCE: _____  TITLE: _____  PURPOSE: _____  AWARD AMOUNT (range): _____ Match%: _____  DURATION: _____ PROPOSAL DUE DATE: _____  REQUESTED BY: _____ DATE: _____
<b>INITIAL ELIGIBILITY</b>	Is the college an eligible applicant organization? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is the time available to complete the application realistic? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:  Does a current * <i>Needs Assessment</i> justify an application? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the source of the needs assessment:
<b>APPROPRIATENESS FOR THE ORGANIZATION</b>	Does the project reflect the college's mission? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how?  Does the project reflect the college's goals? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which?  Does the project reflect the college's institutional strategies? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which?  Is the project related to a degree or certificate granted by the college? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which?
<b>ORGANIZATIONAL CAPACITY</b>	Has a potential Project Director been identified and agreed to manage the grant? <input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____  Has the appropriate Vice-Chancellor approved the individual selected as the Project Director? <input type="checkbox"/> Yes No <input type="checkbox"/> Does the College have experience providing the types of services or programming requested in the RFP? <input type="checkbox"/> Yes <input type="checkbox"/> No Does the proposed Project Director have experience with the types of services or programming proposed? <input type="checkbox"/> Yes <input type="checkbox"/> No Does current staff have experience with the types of services or programming proposed? <input type="checkbox"/> Yes <input type="checkbox"/> No Is experienced staff available in the local workforce? <input type="checkbox"/> Yes <input type="checkbox"/> No

	Are the evaluation and tracking requirements within the capabilities of the college? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Consult with the Office of Planning Assessment and Development to answer this question.)</i>
UNIT APPROPRIATENESS	Is the project consistent with the Project Director's department mission? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
	Is the project consistent with the Project Director's department objectives? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
FISCAL CONSIDERATIONS	Is the funding available adequate for the scope of the project? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the project allow for indirect costs? <input type="checkbox"/> Yes <input type="checkbox"/> No Percentage _____
	<b>What are the match requirements? (percentage, cash and/or in-kind allowed)</b>
	What are the project sustainability requirements?
	Other fiscal considerations.
	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended _____ Grants Office Date Comments:
	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved _____ VC / Supervisor Date Comments:
	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved _____ VC/Council Date <i>(Signed on behalf of the VC Council)</i> Comments:
	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved _____ Chancellor Date Comments:

DISPOSITION:  APPROVED FOR DEVELOPMENT  NOT APPROVED FOR DEVELOPMENT

***\*Needs Assessments: A need assessment can be internal or external documentation that identifies gaps in services, target populations, program needs, etc. Some grantors require that a formal needs assessment has been completed prior to submitting the grant as the basis for the needs portion of the proposal.***



## PROPOSAL DEVELOPMENT CHECKLIST

### Step One: Research Funding Opportunities

- \_\_\_\_\_ A. Review SAU Tech's mission, vision and department goals (Master Plan). This review will provide direction as to the type of projects possibly supported by the college and provide needs assessment data.
- \_\_\_\_\_ B. Consult with appropriate Vice-Chancellor/Administrator regarding decision to apply for grant.
- \_\_\_\_\_ C. Consult with the Grant Office to identify funding sources and review the major criteria for applications/RFPs.
- \_\_\_\_\_ D. Consult with appropriate Vice-Chancellor/Administrator to identify an appropriate Project Director.
- \_\_\_\_\_ E. Complete the Request to Proceed with Grant Proposal Development (Step 1 Form)

### Step Two: Upon obtaining approval to proceed:

#### Write Proposal

- \_\_\_\_\_ A. Develop team (could be an individual) to write the proposal or, participate on team if the Grants Office is writing proposal
- \_\_\_\_\_ B. Establish timelines based on proposal deadlines
- \_\_\_\_\_ C. Identify tasks and assignments
- \_\_\_\_\_ D. Consult and review with appropriate Faculty/Vice Chancellor/Administrator
- \_\_\_\_\_ E. Consult and review with Grants Office
- \_\_\_\_\_ F. Proofread/ Edit – Prepare grant packet
- \_\_\_\_\_ G. Complete Grant Application Approval Form: (Step 2 Form)  
- Final Approval Step-

**Step Three: Proposal is submitted to Grants Office for final check and submission to grantor. Copies of the final package are sent to:**

- \_\_\_\_\_ A. VC for Finance & Administration – Share with VC Council
- \_\_\_\_\_ B. Chancellor
- \_\_\_\_\_ C. Project Director/PI
- \_\_\_\_\_ D. Department Head/VC- (supervisor of project director/PI)

**Step Four: When notified that the grant has been awarded\* or denied\* send copy of official letter to:**

- \_\_\_\_\_ A. VC for Finance & Administration- (Share with VC Council)
- \_\_\_\_\_ B. Chancellor
- \_\_\_\_\_ C. Project Director/PI
- \_\_\_\_\_ D. Department Head/VC- (supervisor of project director/PI)
- \_\_\_\_\_ E. Grants Office

**\*If proposal is awarded, the next step is to visit with the Grants Office, discuss grant implementation and schedule project team meeting and begin grant project.**

**\*If proposal is denied meet with Grants Office to discuss reviewer's comments and possible resubmission.**