

Grant Proposal Form

Project title: _____

Application due date: _____

Name of individual submitting form: _____

Proposed Principal Investigator/Project Director: _____

Funding Source: _____

Total project budget: _____

Are indirect costs allowed: _____ **If so what rate:** _____

Institutional Match/in-kind: Yes or No

Source of Match: _____

Amount of Match: _____

Description of Match: _____

List any new positions proposed in proposal: _____

Project begin and end dates: _____

Describe facility needs (e.g., offices, labs, equipment, etc.): _____

List any collaborating partners/entities and describe their roles: _____

Project Narrative & Objective:

Meets Mission of College or Strategic Plan by:

Reviewed by:

Supervisor Approval: _____ Date: _____

Grants Compliance Administrator: _____ Date: _____

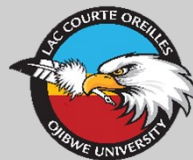
Executive Council: _____ Date: _____

President Approval: _____ Date: _____

Lac Courte Oreilles Ojibwe University Grant Process Flow Chart



- Seek approval from executive council for any grant extensions.
- If grant needs budget modification, please seek approval from funding agency and approval from supervisor. Once you have all approvals, submit modification to CFO.





**Lac Courte Oreilles Ojibwe University
Grant Checklist**

Pre-Award	Yes	No	Not Applicable
Grant Proposal Form Signed and Approved by supervisor, Grant Compliance Administrator executive council, and president			
Grant Budget reviewed by CFO before submitting to grantor			
Grant Application Completed & Submitted			
Awarded			
Send Grant Award Letter to CFO, Grant Compliance Administrator, Supervisor, and President			
Send Official Budget to CFO for set up in Colleague			
Send Personnel Allocations to HR for any staff being funded. Complete recruitment form and job description to advise HR of personnel allocations.			
Notify CFO, Grant Compliance Administrator, Supervisor, & President of all reporting deadlines			
if applicable Request budget modification approval from supervisor and grantor. Send budget modification to CFO once approved			
if applicable Request grant extension and get approval from supervisor, Grant Compliance Administrator, and executive council. Notify CFO of extension.			
Award Close Out			
Submit all final reports to grantor and include supervisor, Grant Compliance Administrator, and CFO			



Lac Courte Oreilles Ojibwe University

Grant Process

Pre-Award

1. When you want to apply for a grant, fill out grant proposal form and bring to your supervisor for approval. If approved by supervisor, send over to the Grant Compliance Administrator to make sure everything is complete. Once approved by supervisor and grant compliance administrator, request to be on the agenda for executive council to get feedback/approval on the grant proposal form. *Acquire approval at least 4 weeks prior to when grant application is due.*
2. Once you get the approval from executive council, get signature on grant proposal form from the President.
3. Once all approvals have been obtained, you can start the grant application.
4. If there are personnel and fringe that will be paid for out of the grant, check with CFO for salary and fringe numbers.
5. Send application for final review to Grant Compliance Administrator no later than two weeks prior to grant submission due date. (If Grant Compliance Administrator is out of office, CFO will be alternate approver of final review)
6. Submit application for grant and cc supervisor, Grant Compliance Administrator, and CFO so they have all grant application documents as well.

Award

7. Once notified of grant being awarded, send grant award letter and budget to supervisor, Grant Compliance Administrator, and CFO to create account codes and department in Colleague. Notify the business office of who needs access to projects accounting and who needs access to the GL codes for requisitions.
8. E-mail HR and business office to notify them of any employee allocations that need to be changed or updated and what the percent of their allocations should be. Also include when the allocation should end. Complete recruitment form and job description for any new positions.
9. Send e-mail to marketing department to do a press release on the award.
10. Keep business office, Grant Compliance Administrator, and supervisor in loop of any reporting requirements and dates that those reports are due.
11. Upload any reports, award letters, budget forms, and grant documentation to the grant in projects accounting.
12. Continue to monitor grant throughout the grant award period. Grant manager will need to be tracking spending and ensuring that the funds are being spent throughout the grant award period. If any questions about spending, contact Grant Compliance Administrator.
13. If there needs to be a budget modification throughout the grant award period, request approval from supervisor and grantor. Once budget modification has been approved by both, send the approval and budget modification/transfer form to the CFO and cc the Grant Compliance Administrator to update the budget in Colleague.
14. If grant needs to be extended, ask to be put on the executive council agenda to request approval for grant extension. Once grant extension has been approved by executive council and

grantor, notify your supervisor, Grant Compliance Administrator and CFO of grant extension dates and documents of the extension.

15. Make sure to spend grant down prior to grant end date, preferably a month before the last month of the grant. Encumber the remaining funds prior to the grant end date.

Post Award

16. Submit any final reports for the grant and recheck to make sure all funds were spent for the grant.
17. Contact marketing to discuss any media (photos, videos, etc.) to do a social media post about completion and results from grant initiatives.
18. List accomplishments from grant on the accomplishments to goal announcements done biannually.

**Please see subchapter 6.6 – Grant Management, in the Fiscal Policy and Procedure Manual for any additional information.

Responsibilities of Grant Manager:

- Researching, preparing, and submitting grant proposals/ reports that support the organizations goals.
- Manage all documents related to the grant and sharing those documents on projects accounting.
- Monitoring spending and tracking grant in projects accounting on MyLCOOU.
- Completing all grant reports (annual, quarterly, monthly, etc.)
- Communicating with any/all departments that will need to assist with the grant.
- Maintaining requirements of grant and keeping communication open with funders.

Responsibilities of Grants Compliance Administrator:

- Is a liaison between departmental and central offices to ensure proper submission for grants to administration utilizing University policy and procedure and aligning grant requests with institutional strategic priorities.
- Serve as liaison for University faculty and staff managing grants to ensure compliance with University and sponsor guidelines.
- Review grant documents, prior to submission by University faculty and staff receiving administration approval to submit grant, to ensure proper and timely contractual agreements.
- Maintain knowledge of grant and other funding sources, processes, deliverables, and requirements, and monitor outcome to achieve successful applications.
- This position will provide regular review, reconciliation, and work with the Business Office to ensure financial requirements and reports are being met. The Business Office will provide financial reporting.
- Promote consideration and application of equitable grant-funded efforts and work with faculty and staff to improve equity measures in grant initiatives.

- Collect data, evaluate grant project effectiveness, and report on grant-funded efforts to University groups.

Responsibilities of CFO:

- Submitting/assisting with all financial reporting.
- Drawing funds for grants.
- Assisting grant manager with grant set up in projects accounting.
- Assist grant manager with budget set up.