



**Quincy University
Grants Development & Management Guide**

Introduction

The Office of University Advancement oversees the grants process at Quincy University and is your resource for seeking funding from any external grant source (including government agencies, foundations, corporations, organizations, and professional societies). The following guidelines have been developed to help clarify the grant-seeking process, help you get started, and outline the steps you need to take to get University clearance as you pursue grant opportunities.

Table of Contents:

Grant Development

Grant Development Checklist.....2

Office of University Advancement Grant Funding Procedures3

Grant Proposal Approval Form.....4-5

Grant Management6-7



**Office of University Advancement
Grant Development
Check-list**

PI Proposal Development (For projects under \$50,000)

- Develop rough grant concept- include project need, project objectives and a general cost summary
- Complete Grant Funding Proposal Approval Form
- Once approval is obtained, meet with Grants Writer to discuss potential funding sources and needed data/documentation (optional)
- Identify funding sources and share with Grants Writer. Grants Writer will review funding sources for eligibility, project match and funding capacity.
- Develop proposal (Project narrative, budget, outcomes)
- Submit proposal for feedback or request grant documentation from Office of Advancement at least two weeks before grant deadline (optional)
- Obtain requested documentation (Common grant documentation includes: Board of Trustees and affiliations, budget information, audit, Form 990, and documentation of non-profit status)
- Obtain final approval from immediate supervisor and ET supervisor
- File a copy of the final grant proposal with the Office of Advancement
- Submit proposal to grant funding agency



Office of University Advancement Grant Development Procedures

The administration of externally funded projects is a collaborative effort between principal investigators (PIs), the administrators of Quincy University and the staff of the University Advancement office. The PI must be a university employee. The purpose of the following guidelines is to outline general responsibilities and provide PIs and their staff with the information needed to apply for and manage external funding. **A copy of all external grant applications must be filed with the Quincy University Office of Advancement.**

Overview

Quincy University is a 501 (c) 3 non-profit corporation and a private institution of higher education. As a result, the university is eligible for many state, federal, and private foundation grant opportunities. Quincy University also qualifies for support from foundations requiring an official listing in the Official Catholic Directory.

Preliminary Proposal Approval (See External Funding Proposal Approval Form)

The first step in securing external funding is to submit the External Funding Proposal Approval form to your immediate supervisor or division chair, your supervising Executive Leadership Team (ET) member, the Vice President for University Advancement, and the President (project over \$50,000) for pre-approval. This step should be taken before extensive time and energy are spent developing a proposal. Once the proposal concept is approved, the PI can move into the proposal development stage.

Proposal Development

If a project is over \$50,000 and falls within the Strategic and Master Plan goals of the university, the Grants Writer will facilitate the proposal development (some exceptions apply). This is a collaborative process between the Grants Writer and the PI. The PI is responsible for determining the project scope, providing the program specific information and developing the budget. The Grants Writer will research funding opportunities and grant guidelines, prepare the proposal, and submit the grant application.

If a project falls under \$50,000 the PI will be responsible for the full proposal development, however, the Advancement office can provide grant documentation and proposal feedback. If proposal feedback is requested, please allow two weeks for the Advancement Office to provide feedback and any requested documentation. Common grant documentation includes: Board of Trustees and affiliations, budget information, audit, Form 990, and documentation of non-profit status. Some exceptions to the criteria for grant proposal development may be made based on the project scope, the Grants Writers' submission calendar and presidential priorities.

Final Approval (Use Pre-approved External Funding Proposal Approval Form)

Final approval must be obtained from the Immediate Supervisor or Division Chair, and the Supervising ET Member prior to submission of each grant application. A copy of the final application must be filed with the Office of Advancement prior to submission.



Quincy
University

Grant Funding Proposal Approval Form

Project Director/Principal Investigator(s): _____

Division/School/Program: _____

Date: _____ Submission Deadline (if known): _____

1. Project title

2. Project description (address questions below on a separate sheet of paper)

- a. What need does this project address?
- b. What outcomes are expected as a result of this project?
- c. How does this project advance goals within your program?
- d. How does this project align with the university's Strategic and/or Master Plan?

3. Performance Period: ____ / ____ / ____ to ____ / ____ / ____

4. If funded, how much additional time will be needed by the project director(s) to implement the project (hourly, monthly or annually)?

5. Budget:

Construction/Renovation	\$ _____
Personnel	\$ _____
Program Expenses	\$ _____
Total Project Cost	\$ _____
Amount sought from Grant Funding	\$ _____

If grant funding does not cover the total project cost, where will the remaining funding come from? (please specify; include account number, if appropriate)?

Matching funds required YES NO

If yes, from where will matching funds come (please specify; include account number, if appropriate)?

Funding source/granting agency(s), if known:

Note: When the funding source is known, please notify grants writer

Will this project create a new position to be funded by grant monies? Yes No
 Will adjuncts/temporary personnel be needed as a result of release time? Yes No

Will implementation of this project involve other campus offices (i.e. maintenance, IT, etc.)? Yes No

If yes, what services will be needed?

Are there any information/services needed from the Advancement Office prior to submission? Yes No

If yes, please explain

6. Preliminary Approval: (Obtain at least 2 months before deadline)

I support the above referenced project for possible external funding.

Immediate Supervisor or Chair _____ Date _____

ET Supervisor _____ Date _____

Advancement VP _____ Date _____

*President _____ Date _____

**President's approval needed only for Projects over \$50,000*

7. Final Approval (Attach Final Grant Application)

I support the attached grant application for submission.

Immediate Supervisor or Chair _____ Date _____

ET Supervisor _____ Date _____

A copy of the final proposal must be filed with the Advancement office prior to submission.

Advancement Office Use Only

Grant Agency _____

Date Submitted _____ Amount _____

Grant Agency _____

Date Submitted _____ Amount _____

Grant Agency _____

Date Submitted _____ Amount _____

Grant Management Checklist

Congratulations- you been awarded a grant! Here is some helpful information for new grant project directors and PIs--from using your new grant account to requesting stipends. Please contact Julie Boll for help with any grant management questions at x3457.

Upon Receipt

- Turn in grant check and a copy of the award letter to the Office of Advancement
- The QU Business Office will assign an 11-digit restricted grant account for your project (e.g., 25-74108-6645)
- ITS will be notified of the new grant account # and you will be given access to your restricted grant account.

Using Your Grant Account

- You should use the assigned 11 digit account # for ALL grant-related purchases and transactions. When turning in grant expenses, it is your responsibility (not the Business Office) to include this number on all purchase orders or receipts. Please use a Quincy University check requisition form to turn in expenses.
- Funds CANNOT be transferred from a restricted grant account to a budget line.
- You should regularly monitor grant financial activity through the NOVA accounting system to make sure that your grant spending is on track and within budget. If you do not have access to the account register, you can request a copy of the grant expenditures from Jennifer Truitt in the Business Office.

Purchasing Materials and Supplies

To purchase major items from a vendor, you should use a University purchase order to charge the expense to your grant account. For more information, contact the Jennifer Truitt in the Purchasing Office (x3725). As with all other purchases, you must obtain the appropriate signatures.

- A payment request can be submitted for payment from the grant account for such items as dues, subscriptions, and memberships. Note that if you are seeking reimbursement for yourself, the reimbursement will need approval from one level up

and/or the Grants Office. Please use a Quincy University check requisition form for these transactions.

- In certain cases, you may be able to get a special University purchasing card for your grant project for local vendors. Please contact Jennifer Truitt in the Business Office (x3725) for more information.

Requesting Grant Compensation

- Grant compensation is based on the approved budget.
- Payment is requested through the Grants Office via a memo submitted to the Academic Dean or senior staff member for approval.
- Once approved, the stipend request is then processed by Human Resources (HR) and the Business Office, and payment is made in the faculty member's paycheck as instructed (i.e., one lump sum, several installments).
- Please note that faculty grant stipends are subject to federal and state income taxes and FICA charges.

Preparing Reports

- As Project PI, YOU are responsible for writing all required project reports, usually due on an annual basis. In general, you will need to:
 - Make careful notes of report due dates;
 - Summarize project activities and accomplishments during the project period;
 - Demonstrate your success in meeting the goals presented in your proposal;
 - Discuss challenges encountered and plans for the next phase of the project;
 - List project expenses incurred during the project period; and
 - Share your final report with the Grants Office by the deadline.