THE LIFE CYCLE OF A SUCCESSFUL GRANT-FUNDED PROJECT

Step 1: Develop your idea and gather background information related to your project. Demonstrating your knowledge of the success or failure of previous programs usually is vital to obtaining grant funding. Be sure not to prepare an "innovative" program that reviewers will recognize as an established model. Many resources are available to aid your search for background knowledge. For example, if your project is focused on education, the National Center for Educational Statistics is a good source of information about educational trends. You might also want to use the ERIC Digests Database to locate published data on the problem addressed by your project. Contact others who will be involved: colleagues in your department and college, collaborating agencies and institutions, personal contacts.

Step 2: Conduct your search for sponsors. Look for and identify funders who may be a good match for funding a component of your work, as well as funders who will support the total project.

Step 3: Acquire guidelines, applications & forms from potential sponsors.

Step 4: Make an appointment with Sponsored Programs if you need any assistance with interpretation of guidelines, application forms, budget development, and advice on requirements.

Step 5: Write your proposal. Ask colleagues to critically review your drafts.

Step 6: Obtain any special approvals needed. If the project involves human participants, laboratory animals, hazardous materials, or bio-safety agents, obtain appropriate campus approvals. (Prior approval for seeking donations and gifts is obtained from the SVSU Foundation Office.)

Step 7: Complete SP's Institutional Routing and Authorization Form prior to submitting your proposal to the funder you have selected.

Step 8: Negotiation of the grant/contract award. Sponsors frequently offer less funding for a project than contained within proposals. The Sponsored Programs Office negotiates the final grant award with the funding agency. In no case is a grant account established until SP accepts the terms and conditions of the offered grant award.

Step 9: Obtain a grant account number. SP establishes grant accounts upon receipt of written notification of grant or contract awards from sponsoring agencies.

Step 10: Oversee the programmatic aspects of the sponsored project. Set up a calendar for deliverables or milestone completion dates in your project work plan.

Step 11: Maintain contact with your grant program officer. Keep them apprised of your progress. Communicate with them in advance if the project requires changes or budget amendments. Notify her/him if your project receives recognition or positive publicity.

Step 12: File any interim and final reports required by the terms and conditions of the award; send a copy to SP. Submit a copy (preferably electronic) of any required final program report to the Sponsored Programs.