University Administration

Carol Fink, Ph.D.
Kansas State University

Grant Development

Start with Relationships:

Who's support do you need at the University level?

University Administration

University Partner(s)

- Signatures
  - Department Head(s)
  - Director
  - Dean of College
  - These are probably the signatures you will need on the sponsored project transmittal sheet, but the support for your project comes well ahead of the final signature

- Pre-awards/Grants & Contracts - one of the most important pieces to a grants success

Administration/Departments Support

- Demonstrate identified needs
  - University/Department Strategic Plan (Fit between current strategic plan/goals for your department/University and grant objectives.)
  - Community /Local Needs (do you have viable communities that show the need and willing to partners/collaborators)
- Current/future staff support
  - University - what expertise may you need , what will the staffing look like at the end of the grant
  - Locally – are local staff available? Do they have ability to support the project? Are there strong local partnerships?
- During project keep Administrations informed
  - 1 page yearly report

Grants & Contracts
Pre-award

- Build relationship - Who can Mentor You?
  - What services provided
    - Budget
    - Convert into PDF
    - Current & Pending
    - Assembly Proposal
  - What are ***their*** deadlines
  - Format – Word, PDF,
- Read the RFA several times before you start writing, even if working with grant support personnel!

Start Today