FIND FUNDING

The Office of Research and Office of Corporate & Foundation Relations offer direct links to various internal and external funding sources and opportunities that support faculty, staff, and students who are engaged in research and program development. They also provide assistance in locating funding sources for your project/program.

- Problem/Need/Gap in Service
- Goals
- Objectives
- Approach
- Outcomes/Impact
- Resources Available/Needed
- Time Frame

Consult Grant Officers: Ann Barr-Gillespie, Government Sources; Traci Goff, Private Funding Sources (e.g., Foundations/Corporations)

FIND FUNDING

Develop Project Idea

- Find Funding Sources

Yes

No

Check that you Qualify

- RFP/Announcement
- Guidelines
- Limitations
- Feasibility
- Required Expertise

Begin to Develop Proposal

- Give yourself plenty of time in advance of deadline
- Read guidelines/follow instructions
- Draft Budget

DEVELOP PROPOSAL

The Principal Investigator (PI)/Project Lead is responsible for the proper technical conduct of the project or program; compliance with the terms and conditions of the agreed-upon terms of the research/project; management of funds within the approved budget; and administration of the project according to the agreement/contract and award guidelines.

Thoroughly Read Guidelines

- Get to know funder
- Determine how much they will invest in your project
- Identify Budget requirements
- Determine whether ‘good fit’

Contact Funders

- Coordinate contact with University Grant Officer
- Discuss project/program with program officer
- Ask for assistance; draft review
- Inquire about how decisions are made and time frame
- Find out budget requirements

Identify Requirements

- Identify critical resources needed
- Determine equipment needs
- Determine space needs
- Obtain commitments from project participants (cost sharing, etc.)
- Assign tasks (if team) to gather data, write sections, review drafts
- Establish Submission Timeline

Develop Proposal & Budget

- Review & Edit

Yes

No

Route for Proper Approval

- If institutional commitments, such as personnel, facilities, equipment, technology, or other resources (such as a match), are required, then the application will be routed to the appropriate VP for approval.
- Dean/director/center or institute director/president’s approval are obligatory

Prepare for Submission

- Grant Officer (the Authorized Institutional Officer) will provide final review and submit on your behalf.
- Submit electronically or by post; include required attachments (e.g., financial statements, board roster, University budget, 990, etc.)
A substantial percentage of grant awards go through some degree of negotiation and revision before the award is made. When a funder decides to support a project, it may fund the project at a different level from that requested. The funder may also request changes in the proposed work or in the services provided by the project.

- Notification is sent
- Agreement/Contract may accompany award notification
- A meeting of PI/team may need to take place if award negotiation is needed:
  - Issues with administration of project
  - Unreasonable time expectations/delivery of results
  - Budget reductions
  - Changes in University policies
  - Work with Grant Officer to remediate potential problems
- Legal review (if needed)
- Submit/return signed agreement or contract (if necessary)
- Temporary Restricted Account creation
  - Work with Grant Officer to distribute to appropriate offices
- Start Project
  - Manage project according to grant proposal and agreement
  - Manage research/project activities
  - Adhere to financial expenditures
  - Hire additional staff (if part of grant)
  - Request budgetary changes (if needed)
  - Initiate sub-awards, if necessary
  - Purchase Equipment/Supplies
- Reconcile Accounts & Write/Submit Reports
  - Identify types of required reports and deadlines
  - Work with Grant Officer to assure compliance with funder’s expectations
  - Reconcile accounts with grant accountant
  - Request budget adjustments (if necessary)
- Close Grant Account
  - Work with Grant Accountant to close out grant account
  - Submit final reports to funder
  - Perform required activities with regard to publishing, reporting, etc.

GRANT OFFICERS

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