## **GRANTS DEVELOPMENT PROCESS**

The Strategic Planning and Resource Management Office (SPRM), has in place a set of processes that support efficient and effective execution of the SPRM Grants Development activities.

Average 30-45 days 7-10 days **Grant Signature Process Grant Search Proposal Submission Proposal Development** (Electronic) Action Action Action Action ✓ Search for funding Submit proposal to the funder Identify Proposal Development Prepare documents for the opportunities. Team (Content Experts). (Proposal submission is based grant signature process. Primary documents to be on instructions given by the Prepare proposal development Identify funding opportunities funder i.e., electronic, or included in the signature that align with PGCPS' five (5) timeline. online grant submission process are: Strategic Priority areas of:  $\overline{\mathbf{V}}$ Hold initial proposal database. (1) PGCPS' Grant (1) Academic Innovation development meeting to (1) Application/Proposal (2) Transformational Provide a copy of the proposal review proposal development (2) Attachments requiring documents to the Executive Workforce timeline and (2) review executive signatures (3) Organizational Sponsor, Proposal contents of the funder's (3) Budget Form Learning Culture Development Team, Grants Request for (4) Late Submission form (4) Safe & Supportive Management staff and GFMO Proposal/Application (RFP/RFA), (if needed) Environments staff. **Notice of Funding Opportunity** (5) Infrastructure Signature process has two (NOFO). Document proposal Enhancement tracks: submission on SPRM's Grants Monitor proposal development ✓ Prepare Funding Opportunity (1) On-Time: Proposals Development Report. timeline throughout the grant packaged and ready for Recommendation form and writing process. Ensure proposal folder has all signature process ahead of or present to the Strategic Grants required proposal documents Provide reminder to the by the due date listed on the Development and stored in Microsoft Teams to proposal development team of proposal development timeline. Management Supervisor. The include: important due dates. (2) Late: Proposals deemed late supervisor will identify (1) Final proposal (past the recommended due Hold subsequent proposal appropriate Executive Sponsor documents date listed on the proposal to receive funding opportunity development meeting(s) as (2) Copies of internal development timeline) must announcement. needed. executive e-approval have a "late submission" form Share the funding opportunity Create proposal folder in emails. signed by the Executive Sponsor with appropriate Executive Microsoft Teams for proposal (3) Other related and SPRM Director. development team to save all Sponsor. documents (i.e., Complete the signature process, proposal related documents. Obtain Approval from the resumes, LoS/C, MOU) and package the proposal for and email Download all proposal **PGCPS Executive Sponsor to** submission to the funder. communication with purse the funding opportunity. documents from Microsoft funder. Teams folder to edit and prepare final proposal and supporting documents for submission to the funder.

GRANTS DEVELOPMENT PROCESS JANUARY 2024