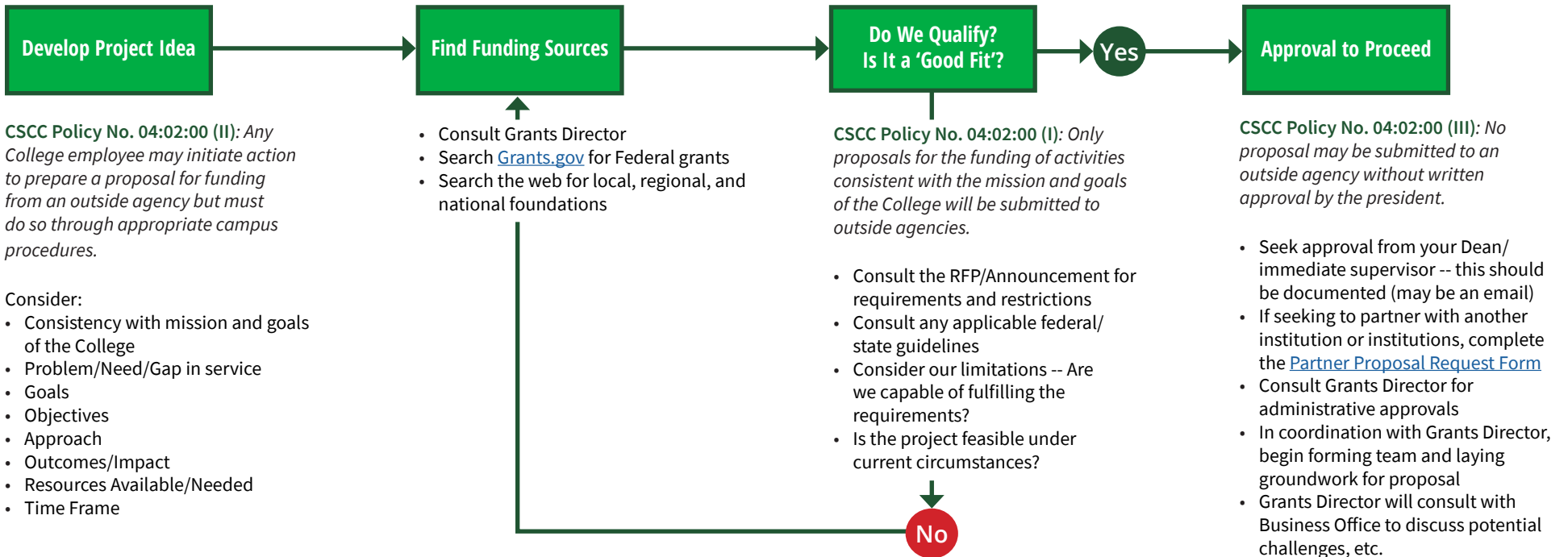


Grant Procedures Flowchart

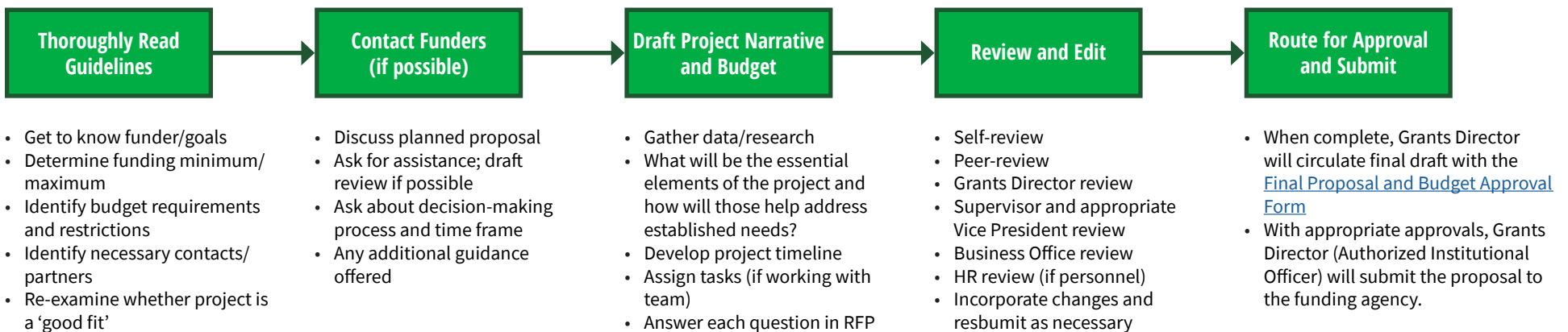
PRE-AWARD

1 IDENTIFY NEED



2 DEVELOP PROPOSAL

The Grants Director and the project lead will work together through the following steps to coordinate the development of a full proposal.



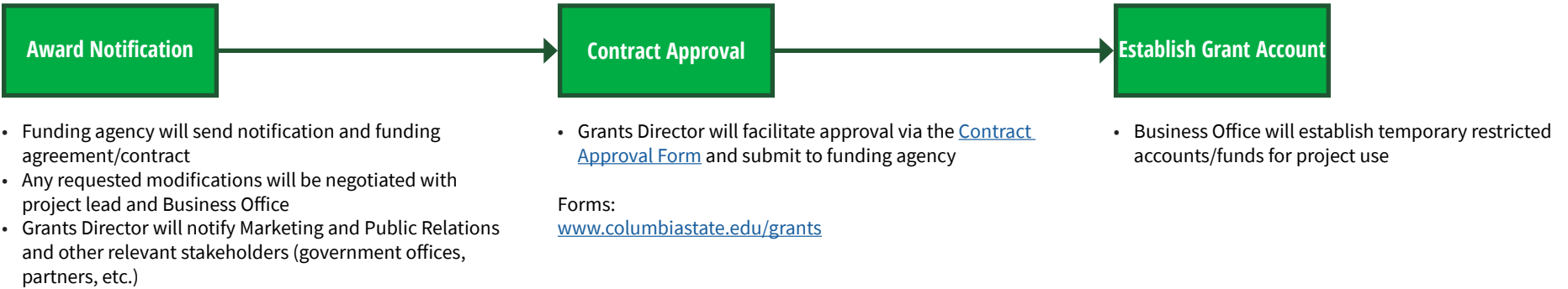
Forms:

www.columbiastate.edu/grants

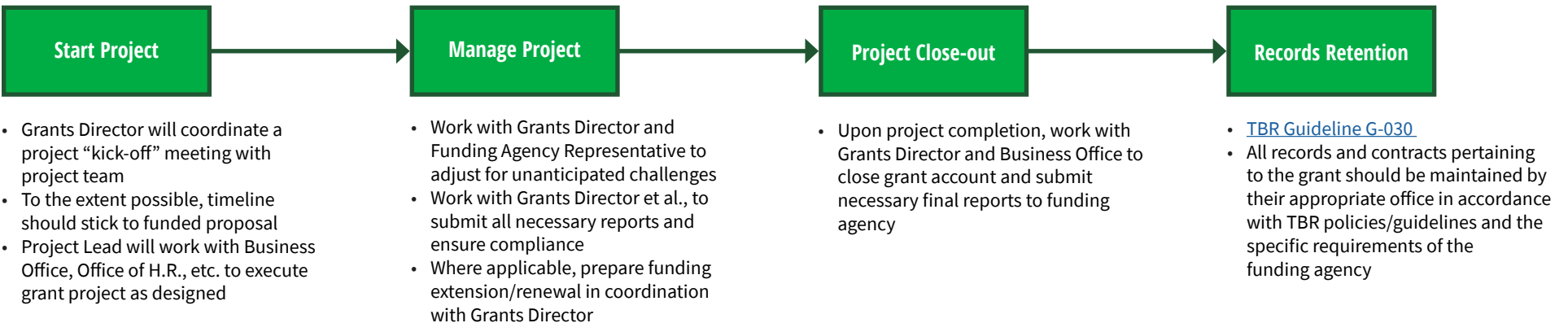
Grant Procedures Flowchart

POST-AWARD

- 3 RECEIVE AWARD** 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 be at a different amount than what was requested or they may request changes in the proposal itself. The Grants Director will work with the funding agency, the project lead, and the Columbia State Business Office to facilitate negotiations.



- 4 EXECUTE PROJECT** Once the contract is in place, it's time to begin the project. The project lead, with the assistance of the Grants Director, Business Office, Office of Human Resources, and other applicable offices, 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 project, management of funds within the approved budget, and administration of the project within the agreement/contract and award guidelines.



OFFICE OF ADVANCEMENT

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