

Grants Manual

Office of Institutional Effectiveness

2024

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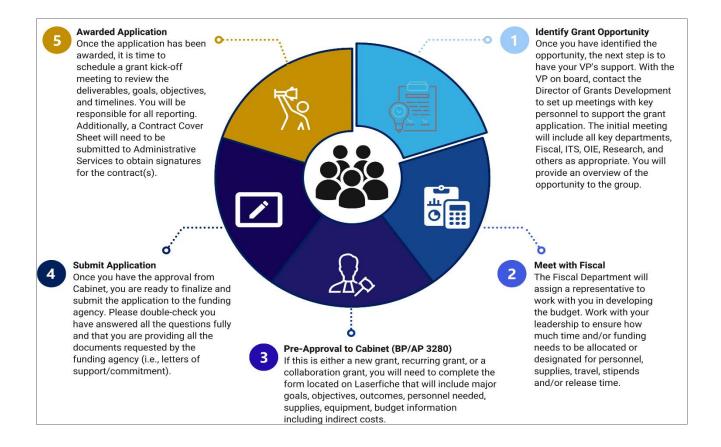
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Welcome! You're probably reading this handbook because you're interested in applying for a grant. The Office of Institutional Effectiveness (OIE) is here to assist you throughout the process. Merced College provides support to students to reach academic, personal, career, and social success. Grants can be secured to design ways to support the college's mission of transforming lives through education and workforce development and the vision of enriching our community through educational experiences and support services. Grants rarely fund the status quo and are meant to be inventive, innovative, and creative. The purpose of this manual is to clearly identify roles, responsibilities, and to share several important concepts when thinking about pursuing a grant.

Five Grant Phases

As the lead grant writer, you will have access to several resources to support your application submission. Once you have your VP on board, you will then contact the Director of Grants Development to coordinate the process and the resources necessary. Always keep your supervisor and VP engaged through the process to minimize any unanticipated delays.

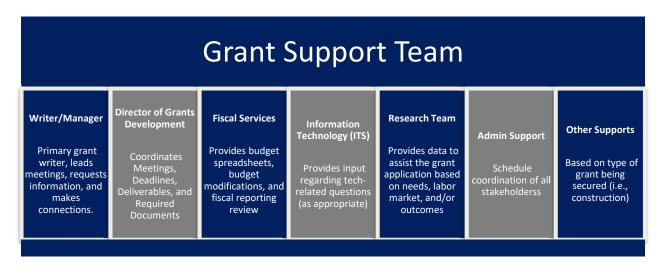


Role of the Office of Institutional Effectiveness (OIE)

The OIE is here to support you through all the grant phases (see page 12); from preproject planning through project completion (closeout). The OIE is monitoring multiple funding sources in order to support faculty and staff who are in search of specific grant funding opportunities.

OIE, through the Director of Grants Development, will put together a grant support team, that will include Information Technology Services (ITS), Office of Institutional Effectiveness (researchers), Fiscal Services (Grants & Categorical), and administrative support to assist you in applying for a grant. The chart below provides additional information on the team (see Fig.1).

Fig. 1 – Grant Support Team



Through this Grant Support Team, you will be able to discuss the grant guidelines, ideas, options, deliverables, and deadlines to ensure you will have all of the information and support necessary to successfully apply for funding.

Five (5) Pre-Approval forms have been created to accommodate the various funding opportunities. One form is required to inform and obtain approval by Cabinet prior to completing and submitting a grant application. These forms can be found on the Merced College website at the following location: <u>Grants Website</u>

The five forms are the following:

1. Grant Pre-Approval Form for all new grants located at: <u>Pre-Approval Form</u> (see Appendix for an example of this form),

- 2. Recurring Grant Form for all continuing grants or grants that have been secured in the past five years at: <u>Recurring Grant Form</u>,
- 3. Collaboration Grant Form for projects where Merced College is collaborating with other organizations such as UC Merced, CSU-Stanislaus, or another community college is located at: <u>Collaboration Grant Form</u>,
- 4. Grant Change Form to inform Cabinet of a change in a funded grant condition (i.e., funding, duration, participants, etc.) at: <u>Grant Change Form</u>, and
- 5. Funding Opportunity Notification Form to gather information about a (noncompetitive) funding opportunity that is available to Merced College at: <u>Funding Opportunity Notification Form</u>.

In order to ensure progress is being made before the application deadline, OIE will schedule ongoing weekly meetings with the Grant Support Team to ensure that sufficient time is dedicated to writing the grant. There are two important deadlines that all parties must be made aware of from the onset:

- 1st The deadline that the Pre-Approval, Collaboration, or Recurring Grant form listed above must be submitted to Cabinet, and
- 2nd The deadline for grant submission to the respective funding agency.

Cabinet Approval

Merced College has an internal process for applying for all grants which requires Cabinet approval. The Pre-Approval forms are used to gather information such as purpose of the grant and population served, length of the grant, proposed budget, in-kind or matching requirements, and personnel needed to implement the grant. This information helps Cabinet make a data-informed decision on how well the grant aligns with the mission of Merced College. The Vice President (VP) from your corresponding area will introduce and advocate for the grant approval at Cabinet, therefore, it is imperative that your manager and VP support the grant opportunity from the beginning. Cabinet meets weekly and will require lead time (before the submission deadline) for review and approval. Without Cabinet approval, you cannot submit for the grant. Letters of Support may be requested if a college partner requires one (i.e., when partnering with UC Merced, Stanislaus State, or other entities) for their grant application. Letters of Support must be approved by the President before providing them to college partners.

The Director of Grants Development at OIE will guide you through the appropriate process and help you choose the right form to use based on the grant application and/or request by college partners.

Important Considerations

The preparation of writing a competitive grant application will require a substantial amount of time. This intense process requires detail oriented, technical writing skills. Not all grants are the same and many factors determine the amount of time required to complete the grant application. Because of the uncertainty of time for each application, a grant application must begin several weeks, or when possible, months before the application is due.

Grant applications that are planned in advance have a much higher success rate than those that are written at the last minute. Last-minute writing will lead to high stress that will be reflected in the writing and should be avoided. In fact, the most successful grant writers often refuse to work on eleventh-hour grant projects because they know that the chances of winning an award written in a rushed manner is slim. In addition, a last-minute request runs the risk of not being approved by the Cabinet.

The Grant Approval Journey posted online on the Merced College website, shares helpful tips and provides information regarding the Cabinet-Approved process for grant applications to earn the seal of approval.

Grant Approval Journey

You cannot submit a grant in a vacuum! Follow the steps below to make sure your grant will get the approval and support it needs to be submitted.

1. Plan Ahead

Submissions must be made to Cabinet at least 8 weeks prior to grant submission deadline. Contact the Director of Grants Development to let them know you are considering pursuing a grant. If you have less than 8 weeks, the Director of Grants Development will help you determine if it's feasible to apply.

2. Talk with your direct supervisor and VP

Talk with your direct supervisor and VP to make sure they support pursuing the grant support before beginning the process and sending the pre-approval form to Cabinet.

3. Meet with the Director of Grants Development

Meet with the Director of Grants Development to get guidance and discuss any data and grant evaluation needs for the grant narrative and budget. The Grant Director will put together a team and that you will work with throughout the grant process.

4. Work with Fiscal Services to develop a proposed budget

The Fiscal Services department has extensive knowledge and experience with grant budgets. They will play a critical role in grant implementation, so it is necessary to get their involvement from the beginning. Meeting with Fiscal Services to develop a proposed budget from the grant narrative or budget narrative is a required component of the pre-approval process.

5. Complete the Preapproval Form

You cannot apply for a grant without getting Cabinet approval first. You must complete the Grant Preapproval form, which is submitted to Cabinet for their consideration. The form is reviewed and approved by: your supervisor, Fiscal Services, the Dean of OIE, your VP, ITS, and Cabinet. Working with the grant team from the beginning will make the process easier.

6. Post Cabinet Review

- If Cabinet approves moving forward with the grant, continue to work with OIE through the grant submission process (this will continue through the life of the grant).
- If Cabinet does not approve moving forward with the grant, talk with the Director of Grants Development to find out the reasons and if it is feasible to consider other grant projects that will better fit the expectations/guidance from the Cabinet.

Budget Preparation

The financial component of a proposal usually consists of a Budget Summary and a

Budget Narrative/Justification. **YOU WILL WORK WITH FISCAL SERVICES** as they are the experts and can provide you with a budget spreadsheet that incorporates all of the grant guidelines. Fiscal will also help you calculate Indirect Cost Rates and adjust budgets for multi-year requests (that may need to incorporate yearly increases in salaries and/or benefits). Working with Fiscal from the beginning will also make completing the pre-approval forms easier.

Role of Fiscal Services

It is important to understand that the role of fiscal representatives is primarily that of Approver/Filer. Fiscal representatives are listed in competitive grants as the responsible fiscal entity that will be reporting fiscal-related information and follow the Financial Management rules as per Code of Federal Regulations (CFR) §200.302. It is the responsibility of the project lead to have a thorough understanding of the reporting and oversight process as these pertain to the grant they have secured. Fiscal will approve and submit standard grant reporting forms (e.g., SF-270, SF-425, SF-425a, etc.). Fiscal staff should not be expected to complete fiscal reports; they are available to provide guidance and review of information being submitted to the funding agency. Oftentimes, Fiscal representatives are listed in NOVA as either the Fiscal Report Approver or the Institutional Project Fiscal Reporter and sign off on fiscal-related reports and plans. However, to reiterate, the completion of fiscal reports is the responsibility of the project lead. Meeting regularly with your fiscal representative will make the process more efficient and will ensure that you will always know where you stand in terms of overall grant expenditures. The fiscal department's goal is to provide effective control over, and accountability for, all funds, property, and other assets. Fiscal must adequately safeguard all assets and ensure that they are used solely for authorized purposes as per Internal Controls found in CFR § 200.303.

Grant Submission

For grant submission, it is required that you share your budget and other materials with your supervisor, Dean, and VP throughout the entire process to ensure you have their full support and to minimize budget changes. Oftentimes, key individuals from the support team may be out of the office and may not be available to provide you with the changes requested in time to submit the application. Give yourself as much time as possible to have all of the required documents with at least a couple of days lead time to apply to thwart any last-minute delays (internal or external).

Post Award

Once awarded, the OIE will work with you to secure a Contract Cover Sheet, obtain final documents approved by the Board of Trustees as needed, and assist with quarterly, semi-annual and/or yearly reporting that will come due throughout the course of the grant.

Grant Reporting and Data Impacts

- Quarterly, Semi-annual, Final Reporting
 - You will be required to submit regular reports (e.g., Performance Progress Reports Reports) documenting the project throughout its lifespan. OIE will work with you to track the reporting cycle and if necessary, set up meetings to secure as much information as possible for the reports.
- Data Impacts for Reporting
 - The grant manager will identify initial and ongoing data for their grant needs, including the type and frequency of data needed for ongoing reporting. The grant manager will submit a request for the researchers to add the ongoing request to their calendar to ensure sufficient time is provided to gather the information requested.
- Fiscal Management
 - Fiscal Reporting, as mentioned above will be driven by the type of grant and is detailed in the compliance and reporting section of the Grants Handbook provided by the funding agency. The handbook will contain the Reporting Period and the Performance Report Due Dates. The grant manager is responsible for working with the appointed fiscal representative to ensure that the information reported is accurate.
 - Drawing down funds is how Merced College is reimbursed and paid for services on an ongoing basis with the frequency depending on the type of grant and based upon activities completed listed in the workplan and reported. Merced College submits programmatic and fiscal reporting requesting reimbursement from the funding agency. The grant manager is responsible for uploading/submitting the information into the corresponding system. The information is verified by a Fiscal Manager who reviews and approves the information entered by the grant

manager.

- Modifications
 - Fiscal Modifications (budget changes) are sometimes necessary in order to get back on track in the event of program delays. The project lead will review the requirements needed to secure a fiscal modification as referenced in the grant handbook and/or in the original signed grant agreement. It is advisable to ensure the designated Project Monitor is made aware of any changes to budget categories to ensure a quick approval. In the event that budget categories need to be added or deleted, express prior written consent is required by the grant's Project Monitor.
 - Timelines that need to be extended due to program delays must be documented and are considered amendments to the grant.
 - Amendments are required to extend the completion date, materially change the work to be performed, and/or alter the budget. Requests to an amendment must be submitted to the Project Monitor, and should be made as soon as possible as soon as the need for an amendment arises.
 - A compelling justification will be needed to secure an amendment.

Changes to the Grant

It is customary for grants to require an adjustment based on numerous factors such as delays in obtaining initial grant funding and/or delays in hiring appropriate staff to ensure the goals of the grant are on track and will be accomplished. The modification re-establishes and update timelines and are worked in tandem with the grant program officer and Fiscal Services. Whatever the reason may be, you may need to modify the grant and request a no-cost time extension. Fiscal and Cabinet will need to be notified of any changes to the grant, either as they related to time extensions, increase or decrease in funding, or if any other changes are necessary. The Director of Grants Development will guide you through the process and work with you to successfully make changes to the grant.

Closing out the Grant

Depending on the type of grant secured, closeout means the process by which the awarding agency or pass-through entity determines that all applicable administrative actions and all required work of the award have been completed. Oftentimes, the closeout section may reference Code of Federal Regulations (CFR) Section §200.344 entitled Closeout. The Grants Handbook, provided by the funding source, is the guide you should follow to ensure that the grant is properly closed out which may include a:

- Final Budget Report,
- Fiscal Program Closeout Report, and

A College Report Out (see Burton infographic example in the Appendix) may be used to inform the College of the outcomes and impacts the grant produced.

Important Grant Contacts

Alfredo Mendoza

Director of Grants Development (209) 381-6578 <u>alfredo.mendoza@mccd.edu</u>

Dr. Dee Sigismond

Dean of Institutional Effectiveness (209) 384-6068 <u>dee.sigismond@mccd.edu</u>

Andre Urquidez

Director, Business & Fiscal Services (209) 384-6209 andre.urquidez@mccd.edu

Kimberly Freitas

Associate Director, Business & Fiscal Services (209) 384-6202 <u>kimberly.freitas@mccd.edu</u>

The Office of Institutional Effectiveness is located in the Service Building, next door to the Office of External Relations, and Merced College Graphics/Print Services listed as "SB" on the <u>map</u>.

Appendix

A-1: Example of Grant Pre-Approval Form

A-2: Example of Burton Critical Needs Grant Closeout

A-1 Grant Pre-Approval Form

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1.	Sollege	

Grant PreApproval Proposal Form

The purpose of this form is to gather information about a potential Grant opportunity for review by the President's Cabinet. The grant concept is reviewed by Cabinet to ensure that the grant proposal is directed to Student Success, aligns with the Mission of Merced College and ensures Sustainability of the College.

Once you complete this form it will be routed to your direct supervisor, the Dean of Institutional Effectiveness, and the Business and Fiscal Office for approval. Once approved it will be submitted to the Cabinet.

Name of person submitting Preapproval Form	
Your Name	
Email of person submitting Preapproval Form	
first.last@mccd.edu	
Requestor Role	
Faculty/Supervisor	
Immediate Supervisor	
Your Supervisor	
Grant proposals must be submitted to Cabinet for approval at least eight weeks prior to grant submission deadline. Is it at least eight weeks prior to the grant submission deadline?	
○ Yes	
No	
Since it is less then 8 weeks before the grant submission deadline please contact your direct supervisor and/or the of Office of Institutional Effectiveness to discuss the submission of the Pre-Approval form.	Dean
Is there less than 3 weeks before grant submission deadline?	
○ Yes	
○ No	
Date of proposal submission deadline?	
Enter Date	
What is the Funding Agency for this Grant?	
Enter Funding Agency	
s://docmgmt.mccd.edu/Forms/form/submission/history/43447/60007?hideHeader=true&showInstanceDetails=false&fromInstances=true	

	Manager Review	
Is the funding agency for th	is grant a federal agency, state agency, or a private company?	
State Agency		
Federal Agency		
Private Company		
O Other		
CFDA # (?)		
Is this a new or continuing (Grant?	
New		
Continuing		
Other		
What is the term of the Gran	nt? (How many years of funding are being requested?)	
Enter number of years		
What is the total amount bei	ing requested by Merced College?	
\$ 0.00		
Is fund matching required?		
 Yes 	No	
0 103		
Matching Funds		
Funds		
147 · · · · · ·		
Where will this funding com	le from?	
	nering with any other institutions for this Grant?	
Will Merced College be part	······	
⊖ Yes		
◯ Yes ● No		
⊖ Yes		
 Yes No Other 		
◯ Yes ● No		
 Yes No Other What is the working title for		
 Yes No Other What is the working title for		
 Yes No Other What is the working title for		
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 Yes No Other What is the working title for		
 Yes No Other What is the working title for		

		Mar	nager Review
	te the proposed pro	ject and explain how it bene nis question	fits Merced College.
Please attach any Merced College	y supporting docum	nents that you feel are impo	rtant in describing the project and its benefits
(Multiple documen	its may be uploaded)		
What are the maj project?	or goals, objectives	s, and or outcomes of the pr	oject? What groups are likely to benefit from t
Bulleted list, or sev	veral paragraphs ma	y suffice.	
Please attach any outcomes.	y supporting docum	nents that you feel are impo	rtant in describing the goals, objectives, and o
	Name	Time needed for project activities	Association with Merced College

				Manage	er Review			
Personnel	Nam	e of Individua	I Enter time (per week		Faculty/Staff			
Personnel	Indiv	idual 2	Enter time (per week	I I	Faculty/Staff			
Personnel	Indiv	ridual 3	Enter time (per week		⁼ aculty			
Personnel	Indiv	ridual 4	Enter time (per weeł		Staff			
(Note: Pers	onnel listed he	re may be pa		part of their n he grant)	ormal job duti	es and not ne	ecessarily paid fro	m
Will Merced	College Facult	ty need relea	se time from o	other responsi	bilities to wor	on this proj	ect?	
		No		 Other 				
	ersee the admi ly the individual	nistration of		luding budget	and reporting	?		
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7/23, 11:00 AM			Mana	ger Review	
Equipment 1	\$	\$	\$	\$	\$ 0.00
Total Equipment Co \$ 0.00	osts				
What space is requ	ired to maintain a	ctivities for the	project?		
Service/Trave	(Ex: consulta	nts, market	ing, confer	rences, wo	orkshops, etc.)
	Service/T	ravel	Cost of Se	rvice/Travel	
Service/Travel 1			\$		
Total Cost of Servie \$ 0.00	ce/Travel				
Personnel Bud	lget				
Name	e Salary	Stipend	Benefits	Other	Personnel Cost
Personnel 1	\$	\$	\$	\$	\$ 0.00
Total Personnel Co	sts				
\$ 0.00					
Indirect Costs					
\$ 0.00					
Estimated Total Pro	oject Costs				
\$ 0.00					
How will the budge "additional costs"					Please explain any "other" or oudgets above.
Describe how the bu	dget will be used.				
Please attach any s accomplish the pu			eel are import	ant in describ	ing how the budget will be used to
Attach the Budget fr	om Fiscal that you	used to provide	the Personnel,	Service/Trave	el, etc.

	Manager Review	
	utional Effectiveness is a valuable resource in grant submissions and management. Have you earch project and your data needs with the Dean of Office of Institutional Effectiveness?	
Sent disp.	d ITS about the planned software and technology needs for this grant?	
YesNo		
O Other		
Other		
	ssociate Vice President of Information Technology Services, Arlis Bortner (arlis.bortner@mccd.edu), logy that is planned to be used and/or purchased with this grant so ITS can provide guidance.	
Provide a brief des	cription of your technology needs.	
None.		
	rm an advisory group for this project?	
○ Yes		
No		
0.01		
O Other		
Indicate any institu	tional commitments that will be required to maintain the project beyond the end of the grant. tional Student Learning Outcomes that will be met with this Grant.	
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- readout	5/27/23, 11:00 AM	Manager Review	
	Signature of person applying for	Preapproval	
	Thank you for submitting your Gran on its progress through the process	It Preapproval proposal. The Office of Institutional Effectiveness will keep you updated	
	0		
(Prayer)	https://docmgmt.mccd.edu/Forms/form/submiss	sion/history/43447/60007?hideHeader=true&showInstanceDetails=false&fromInstances=true	717

A2: Burton Critical Needs Closeout Example

Burton Critical Needs Grant Recipients

The Burton Critical Needs Grant was awarded to Merced College in July of 22. This was a 1 year, \$6000 grant whose purpose was to pay expenses related to a youth's critical need or opportunity. The eligibility requirements were that the student must be between 16 and 26 years of age and have been in foster care or experienced homelessness at some point. This grant aided 20 students with their needs associated with housing, transportation, utilities, textbook fees, and the cost of education.

