

University Administration

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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