Grant Development

Sponsored Programs Workshop
April 23, 2015
Workshop Format

- Welcome and Introductions
- Tower Foundation Overview
- SJSU Research Foundation Overview
- Steps to a Proposal
- Budget Overview
- Grant Development Activities
Tower Foundation

The university’s foundation dedicated to philanthropy

Established to strengthen SJSU’s connections with alumni, donors, and the community

Dedicated to powering the university through
• Donations (Individuals, Corporations, Foundations)
• Bequests
• Major gifts
The Corporate & Foundation Relations team works with University Advancement to develop:

- Letters of Intent
- Proposals for gifts and grants from private foundations and corporations.

All gift and grant proposals are handled by the Tower Foundation of San Jose State University.
Corporate & Foundation Relations
Team Contacts

- Diane Satriano, Director, CFR Team
  Ext. 4-3410 – Corporations

- Eric Bonesteel, CFR Officer
  Ext. 4-1493 – Corporations

- Michelle Smith, CFR Officer
  Ext. 4-1135 – Foundations

- Paul McNamara, Foundation Officer
  Ext. 4-1471 – Foundations
SJSU Research Foundation

- Serves as the campus Sponsored Programs Administrator (SPA),
- Is authorized to develop and submit proposals for external funding (pre-award),
- Is authorized to receive and administer awards (post-award).

The SJSU Research Foundation, Tower Foundation, and Corporate & Foundation Relations consult with each other and work together to ensure consistency with university priorities.
Steps to a Proposal

Phase 1 – Proposal Development

PI creates project concept, notifies OSP manager, and identifies funding source for the project.

PI develops proposal and works with OSP manager to prepare the proposal application.

PI completes the proposal and provides the complete package to the OSP manager.

Phase 2 - Review and Routing

OSP manager reviews the proposal package for compliance.

OSP manager contacts PI if adjustments are needed.

PI makes the necessary adjustments and returns package to OSP manager.

OSP manager performs final review and routes the proposal for approvals.
Phase 3 – Proposal Submission

OSP manager submits the proposal to the sponsor.

Sponsor conducts review of the proposal. Contacts OSP if additional information is needed.

Compliance requirements must be met if research involves humans, animals, EH&S regulations.

Sponsor makes a funding decision regarding the proposed project.

Phase 4 – Award Negotiation and Acceptance

Sponsor notifies OSP that the project has been selected for funding. OSP notifies the PI.

OSP manager reviews terms and conditions of the award; negotiates on behalf of the PI and university if necessary.

OSP manager completes the negotiations. SJSU Research Foundation accepts the award.
Phase 5 – Project Administration

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<th>Step</th>
<th>Description</th>
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<td>OSP analyst sets up the account; notifies the PI.</td>
<td>OSP analyst assists PI during the course of the project; ensures funds are received from sponsor as intended.</td>
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<td>OSP analyst assists PI with reporting requirements and ensures that funds are spent according to guidelines.</td>
<td>At the end of the project, OSP analyst assists PI with final reports and closes out the project.</td>
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Steps to a Proposal

Sponsored Program Administration
Proposal Submission (pre-award) and Project Management (post-award)

Proposal Development
Internal Clearance
Proposal Submission & Sponsor Review
New Project Notify SPA of Intent to Submit

Life Cycle of a Sponsored Project

Project Closeout: Final Report, etc.
Competing Continuation

Annual Progress Report
Non-competing Continuation

Project Monitoring
Project Completion

Spending Money
Post-Award Processes

Establish New Project Account
Award Negotiation & Acceptance

Transition from Pre-Award to Post-Award
Pre-Award Processes
The budget narrative is sometimes referred to as the budget justification.

The budget narrative serves two purposes:
- It explains how the costs are estimated
- It justifies the need for the cost.

There are two major components of a budget:
- **Direct Costs** – allowable costs that can be directly identified with a specific project.
- **Facilities and Administrative Costs (F&A)** – Institutional costs that cannot be allocated to one project.
Mentoring Activities
Learn More!

SJSU Research Foundation Spring 2015 Workshops

May 7, 2015

Compliance (Federal Uniform Guidance, RCR, FCOI, IACUC, IRB)

MLK Library 255/257

11:30 a.m. – 1:00 p.m.