

# **Grant Application Packet**

**Office of Sponsored Programs  
Seminole State College**

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# The Office of Sponsored Programs

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**From grant proposal to post-award accountability, the Office of Sponsored Programs helps Seminole State College staff help the community.**

The Office of Sponsored Programs (OSP) at Seminole State College (SSC) coordinates awards to the College that are financed through external funds to support various instructional and public service activities that fall within the College's priorities and support the College's mission.

The OSP works closely with campus and fiscal affairs staff to coordinate requests for funding from Federal, State and local government sources as well as non-governmental sources. OSP is the central point of coordination for sponsored projects and the College's authorized representative for grants, contracts and other agreements from government agencies, private industry, and non-profit foundations. The staff of OSP is committed to helping faculty, staff and students seek and obtain external funding, submit proposals, administer awards, and comply with all applicable College and sponsor policies.

The OSP is responsible for coordination of all pre-award activities, including: compliance with granting agency and college policies; serving as primary liaison and advisor to grant-writing teams; and providing grant opportunity information to faculty and administrators. The OSP, in coordination with the Office of Fiscal Affairs, is also responsible for performing post-award grant management duties, including compliance, reporting and financial oversight.

## **What is a "sponsored" program?**

A college program is "sponsored" if it solicits and receives a restricted award (i.e. the funds can only be used for that program) from a source outside the normal operating budget (i.e. financed through external funds) in order to support various instructional and public service activities. The OSP is pleased to offer guidance to faculty, administrators and staff on the grant application development process. Our support focuses on three important areas - identifying grant funders; developing a proposal; and developing a budget.

We encourage those interested to utilize resources to find grant funders. The OSP will also offer information about funding sources. Developing a grant proposal includes defining the project. OSP will provide assistance in helping those interested to refine the project idea and ensure that the narrative portion of the grant application meets the funder's requirements. The OSP will also collaborate with you in drafting the narrative. Developing a budget is a critical step in the grant application development process. The OSP urges those interested to speak with us about developing a budget.

# **Grant Proposal Preparation Guidelines**

The following introduces the general procedure for preparing and submitting a proposal for external funding at Seminole State College (SSC). These steps can be used as a guideline and the process helps ensure that budgetary, organizational and legal requirements are addressed.

All external funding requests need to be presented in a professional and organized manner. This application may be the only contact external reviewers, program officers and business entities have with the college. The funding request gives an overall impression of SSC. The goal of the Office of Sponsored Programs (OSP) is to ensure the development of the college's image while securing funds to support academic and campus-wide activity endeavors.

## **Step 1: Get Early Administrative Consensus**

A key step in the proposal submission process is getting your proposal approved, as the proposed project may involve other areas or with that of ongoing or proposed or existing grants and policies of the college.

The principal investigator/project manager needs to obtain written preliminary approval from the OSP before developing a full proposal. Office for Sponsored Programs Application Approval Form is available at this link: <http://www.sscok.edu/Sponsor/AppForm.pdf>

## **Step 2: Planning and Strategy**

Start early! Depending on the length and detail of the project, it can take months or more to prepare a proposal. Devising the appropriate development and timeline for a proposal can simplify meeting the deadlines. It is always a best practice to develop the general goals, objectives, resources and budget for a proposed project and then use that information to find an appropriate funding source.

One of the first decisions made, and often the most critical, is that of which funding path to pursue. This might be a federal or state agency program, a corporate foundation, a charitable trust, a private foundation or non-governmental organization. In all cases, the proposed project must fit the goals and objectives identified by the funding source.

## **Step 3: Budget**

Project cost is a prime factor in selecting a funding source. Just as important as it is to align the goals and objectives of the proposed project with the academic goals and objectives of the College, prospective funding source, it is equally important to ensure that the amount of funding being requested does not exceed available resources. Work on a preliminary budget while trying to match the project with a funding source.

Project costs are spelled out within the budget. Most budgets are divided into various categories such as personnel, equipment and materials, travel, consultants and indirect costs. Any cost sharing or cost matching amounts should be included. After detailing each of these elements, review the budget in order to be sure that the overall plan is logical and consistent.

The principal investigator consults the OSP and Office of Fiscal Affairs prior to the submission of the grant to ensure all financial data meets college policy and procedures. Special attention should be paid to any cost matching or cost sharing provisions.

#### Step 4: Decide on a Funding Source

Unfortunately, when researching funding sources sometimes the submission date has passed for the current review cycle to fund the project. When this happens, flag your calendar for the next cycle and go to the next best opportunity.

A funding source grant application guidelines must drive every aspect of proposal form, content and style. Study the guidelines closely and follow them without exception.

Guidelines and forms (if required) are commonly available on the appropriate web site, but sometimes come only by regular mail once requested. A large number of foundations and trusts require contact for an invitation to apply before providing an application or guidelines.

#### Step 5: Develop the Proposal Narrative

There is no secret formula guaranteed to produce a perfect proposal. A more effective document can be prepared, however, if certain general principles are kept in mind.

First, the proposal document is the primary basis for evaluating the project and for determining whether financial support is justified. The proposal must represent the need for action and include all the information necessary to accurately evaluate the proposed activity and the principle investigator/project manager's ability to complete the project.

Second, the document will be read by people facing time constraints. Reviewers often read large numbers of similar proposals in a relatively short meeting. The proposal must be well-organized and concise in order to stand out from the crowd.

Third, think of who will be reviewing the proposal. Federal funding agencies like the National Science Foundation and the National Institutes of Health use proposal reviewers who are themselves researchers. When dealing with most foundations, however, the technical terms, jargon and even the tone common to many fields in the sciences and humanities can confuse and even intimidate lay reviewers, threatening chances for an award. If at all possible, use "shirt-sleeve English" for most proposals.

When developing a proposal, keep these ideas in mind:

- State the objectives clearly.
- Design objectives to conform to the interests and guidelines of the sponsoring agency.
- Demonstrate a convincing need for the proposed activity, either by showing that it fills an important gap in existing knowledge or that it serves the needs of a specific clientele of concern to the funding source.
- Indicate project management skills by including devices such as time lines, organization charts, or task charts.
- Clearly describe the research or program design.

- Demonstrate the project manager's competence as an investigator by having an updated curriculum vitae and good capsule biographies of professional staff. (Keep in mind that most agencies limit vitae to two pages.)
- Include measurable objectives and a description of the evaluation strategy.

#### Step 6: Get Thorough Reviews

When the proposal draft is sufficiently mature in development, distribute it to a few knowledgeable peers and administrators for technical reviews, and to your departments support staff for style, grammar and uniformity reviews. Plan to be receptive to suggestions or comments. Remember, the goal is a funded proposal. If requested, the OSP will review the proposal.

#### Step 7: Get Administrative Approval

Before submitting the proposal, the Office of Sponsored Programs Approval Form must be completed.

#### Step 8: Finalize and Submit

During the final days and hours of a proposal effort it is typical that final edits and clarifications will require us to work closely together. To facilitate and expedite this final review, all documentation must be forwarded through the appropriate channels to reach the OSP ten days before the deadline of the funding agency.

The OSP is authorized to submit proposals on behalf of the College. After the proposal receives full administrative approval, the Director for the Office of Sponsored Programs will submit the application (if electronic) to the funding agency. If needed, the OSP will copy and mail the proposal, normally accompanied by a letter of introduction/support from the president, and affix any requested attachments.

#### Step 9: Notification

When notification of an award is received, the OSP distributes the notification. After notification is received, the Office of Fiscal Affairs will assign an account number with funds which the Project Director/Primary Investigator has authority to expend within the parameters stated by the funder and conforming to the laws of the State of Oklahoma.

## **Funding Responsibilities**

The following information establishes criteria and procedures for obtaining approval of grants. This includes all external funding proposals submitted to state, federal, corporate and private.

### Responsibilities of the Principal Investigator

- The principal investigator (PI), who may also be the project manager, bears the primary responsibility for the accuracy of all the material in the proposal and for compliance with all applicable regulations.
- The PI is responsible for informing the department chair and dean of their intention to submit and of proposal content and obtaining written verification of approval.
- The PI is responsible for the completion of the Sponsored Programs Approval Form and of the application according to the specifications in the application guidelines.
- The PI ensures that the proposal meets all requirements of the College and meets any other regulations which might apply.
- The PI checks all financial data with the Office of Sponsored Programs and the Office of Fiscal Affairs prior to the submission of the grant. Special attention should be paid to any cost matching or cost sharing provisions.
- The PI verifies, by signing the External Funding Approval Form, the proposal represents the highest quality in purpose, scope and plan of operation and reflects credit upon the department(s) involved.
- The PI ensures that in the event a single proposal is submitted to several funding sources simultaneously, each funding source is informed in writing of the other entities being approached and the requested level of support.
- The PI delivers the proposal narrative, budget and guidelines to the Director for the Office of Sponsored Programs for approval no later than 10 days prior to the deadline specified by the sponsor. Final proposal submission packages and/or electronic submission will be handled separately after final approval, with assistance by the Office of Sponsored Programs.

### Responsibilities of the Office for Sponsored Programs

- The director reviews each proposal submitted and confirms that fiscal and non-fiscal institutional commitments have been approved by the appropriate office and confirms the technical quality of the document.
- The director reviews each proposal submitted and verifies that matching funds sources are identified, if applicable, and that any commitments beyond the life of the grant are documented and realistic.
- The director reviews the proposal and clarifies with the PI and other offices if there are any questions regarding the quality of the proposal and/or with factual accuracy.
- Upon approval, one copy of the proposal is retained and the remaining copies are forwarded to the President's office for Signature.

The following calendar should be adhered to as closely as possible:

- Obtain budget approval from 10 (or more) working days before deadline
- Submit proposal(s) to the Office of Sponsored Programs 10 working days before deadline

Post Award

- The Office of Sponsored Programs is notified of all awards made to the institution.
- The PI provides a copy of the awarded budget to the Office of Sponsored Programs and Office of Fiscal Affairs.
- The Office of Fiscal Affairs provides a new grant account number to the PI (usually within 3 business days of award notification).
- The PI works with the Office of Sponsored Programs and Business Office to ensure that sub award and contract paperwork (if applicable) is transacted in a timely manner.
- The PI ensures that all expenditures support the intent and objectives of the proposed activity.
- The PI is responsible for submitting extension requests (must be administratively approved before submission) to the funder. Assistance from the Office for Sponsored Programs or Fiscal Affairs may be requested.
- The PI is responsible for maintaining time and effort documentation as required.
- The PI is responsible for submitting timely progress reports and final reports to the funder.
- The PI is responsible for providing a copy of progress reports and final reports to the Office of Sponsored Programs.

# **Finding a Funder**

Identifying a potential funder for your project is a critical step in the grant submission process. In addition, the Office of Sponsored Programs will collaborate with you to find a funder whose giving interests align with your project.

## **Grant Databases**

Fundsnet - <http://www.fundsnetservices.com/> Services Online:

Provides grant writing and fund-raising resource information to those in need of funding for their programs and initiatives.

Grants.gov - <http://www.grants.gov/>:

The federal government's online application system which provides one central portal where organizations and individuals can electronically find and apply for grants throughout the federal government.

GrantsNet - <http://sciencecareers.sciencemag.org/funding>: This is a one-stop resource to find funds for research and training in the sciences.

## **Governmental Sources of Support**

### **Federal**

Department of Education - <http://www.ed.gov/>

Department of Health & Human Services - <http://www.hhs.gov/>

Department of State (Fulbright Programs) National Endowment for the Arts -  
<http://www.cies.org/>

National Endowment for the Humanities - <http://www.neh.gov/>

National Institutes of Health - <http://www.nih.gov/>

National Science Foundation - <http://www.nsf.gov/index.jsp>

## **Private Sources of Support**

The Office of Sponsored Programs encourages those interested to discuss proposal ideas. Based on the conversations and the proposal idea, we will help identify foundations - independent, corporate and family - that have funding interests that align with your goals.

# **Developing a Proposal**

This description of the proposal development process summarizes important steps, including defining the project, identifying funding sources, interacting with potential funders and drafting and submitting the grant application.

## **Review of Process**

The Office of Sponsored Programs provides guidance and information about the grant application submission process. We will help you complete the search for potential funders and the proposal development process.

Here are important steps:

1. Identify the project.
  - Specify the purpose, priorities and goals of the project.
  - Develop a list of resources and a budget for the project.
  - Consider involving internal collaborators and external partners.
2. Research funding sources.
  - Search online databases.
  - Meet with Grants and Sponsored Programs to discuss potential sources of funding.
  - Discuss with colleagues their previous partnerships with specific funders.
3. Complete the Office of Sponsored Programs Application Approval Form (link to form).
  - This form includes a description of the project and is reviewed by the Sponsored Programs Office, which will provide approval to proceed with the grant application.
4. Work with the Office of Sponsored Programs to contact the sources of funding.
  - Contact the Office of Sponsored Programs to learn about our history of funding from the source.
  - Contact the Office of Sponsored Programs to learn about the proposal guidelines and requirements.
  - Communicate with the funding source to discuss funding interests.
5. Draft and submit the grant application.
  - Develop a time frame for writing and submitting the proposal.
  - We will help you edit and refine the project narrative, complete a budget for the project and include attachments, such as financial forms.

## **Additional Forms**

Common Proposal Form - <http://www.agmconnect.org/cpf/>: Associated Grant makers provides this form, which is accepted by many funders.

## **Developing a Budget**

The Office of Sponsored Programs can provide help to those interested in compiling a budget for the grant application. The budget must be approved before submission. See Proposal Guidelines.

### **Personnel**

Seminole State College employees, including faculty, administrators and staff, as well as students, are considered personnel. Salaries and Wages for Faculty pay is based on current annual salary, pro-rated on a monthly basis. Please discuss the appropriate method to calculate faculty compensation with the Office of Sponsored Programs. The approach is contingent upon the kind of project, the timing of the work and the guidelines of the funder.

#### Salary and Wages of Administrators and Staff

Funders often compensate for staff expenses related to the grant-funded projects.

#### Salaries and Wages for Students

The College supports the use of student assistants because grant-related projects provide work experience and income.

#### Fringe Benefits

The fringe benefits rate for administration and staff (full-time and part-time), faculty (full-time) and adjunct faculty lecturers may be calculated differently – consult with the Office of Sponsored Programs.

#### Consultants

It is appropriate to pay individuals as consultants if they have the experience and if they are involved in specialized tasks.

## **Equipment and Supplies**

### Equipment

In the proposal, specify equipment (if permitted) items that have a unit cost of \$5,000 or more. In the budget justification, it should include the name and model of the piece of equipment and why it is necessary for the project.

### Supplies

Examples are office supplies, copy supplies, glassware and chemicals. Most projects require some expenditures under supplies.

### **Travel**

Long Distance and foreign travel might include the following: air fare, meals, and taxi and event registration fees.

## **Indirect (F&A) and Cost Sharing**

### Indirect or Facilities and Administrative (F&A) Costs

Indirect costs are institutional expenses for managing projects. These expenses include clerical staff costs, utilities, security, library usage and IT.

In developing budgets, you are encouraged to calculate project costs using the highest indirect cost percentage allowed or use the Indirect Cost Rate on file with the Office of Fiscal Affairs. Recovered indirect reimburses the College for operating sponsored projects and provides discretionary funds for use by departments and programs.

Foundations, corporate funders and state agencies often publish a different rate to be used. This percentage is applied to all direct costs, as opposed to just salary and fringe.

### Cost Sharing and Matching Funds

Funders frequently require that the College contribute a portion of the total project costs. These contributions require the approval of Seminole State College administration. In-kind contributions also need administrative approval.

Matching Funds: Many funders will support a percentage of the cost of a project and will require that the grant seeker pay the difference with money or non-cash contributions, which are known as matching funds.

In-kind: This is a non-cash donation of space or services - for example, the use of classrooms or the use of equipment.

## **Budget Justification**

Justifying each line item in the budget may be accomplished in two ways:

1. By showing the math calculations used to compute a cost.
2. By explaining how the expenses contribute to the project.

# Reference Guide for Grant Applications

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**Legal Name of Applicant:**  
Seminole State College

**Authorized Signature:**  
President Lana Reynolds

**Mailing Address:**  
P. O. Box 351  
Seminole, OK 74818

**Telephone:** 405-382-9950  
Fax: 405-382-9665

**Physical Address:**  
2701 Boren Blvd., Seminole, OK 74868

**Delivery Address:**  
2701 Boren Blvd., Seminole, OK 74868

**DUNS Number:** 074286121  
**FEIN:** 36-4812831 (*effective 1/4/16*)  
**OPE-ID:** 00317800

**Authorized Organizational Representative (AOR) for submission of proposals:**  
Sponsored Programs Compliance Officer  
and/or Vice President for Fiscal Affairs  
Phone: 405-382-9277  
Fax: 405-382-9665

**Finance & Administration (F&A) Indirect Cost Rate:**  
Cost rate agreement with the Department of Health and Human Services (DHHS) for recovery of F&A costs on grants and contracts with the Federal Government.

*\*A copy of cost rate agreement document is located in the Office of Fiscal Affairs.*

**Travel Reimbursement Rates:**  
Lodging - Pending location per night  
Meals - Pending city per day (24 hours)  
Air - Three quote comparisons required

**Vehicle Mileage Reimbursement Rate:**  
Current rate is .47 per mile (*as of 1/1/17*)

**For Mileage Questions:**  
<http://www.okladot.state.ok.us/hqdiv/p-r-div/howfar/okmile.htm>  
*\*Always contact Fiscal Affairs Office*

**Benefits**  
*\*Always contact Human Resources to confirm benefit costs.*

**FICA/SSI:** 7.65% salary amount; Full time students are exempt from FICA

**Retirement/ OTRS:** 3.5% of contract salary to a 403b after 1 year; 100% contribution to Oklahoma Teachers Retirement System

**Health Benefits:**  
BC/BS (medical) and Delta Dental for current full-time employees and retirees until age 65 or Medicare eligibility

**Contact Human Resource Director:**  
Phone: 405-382-9204  
Fax: 405-382-9557

**U.S. Congressional District:**  
5<sup>th</sup> – Steve Russell

**Oklahoma Senate District:**  
28<sup>th</sup> – Jason Smalley

**Oklahoma House District:**  
28<sup>th</sup> – Zack Taylor

**Office for Sponsored Programs**  
**Grant Application Approval Form**

**Employee/Requestor:** \_\_\_\_\_ **Department/Division:** \_\_\_\_\_

Name of grantor (federal/state agency, independent foundation or corporate entity):  
\_\_\_\_\_  
\_\_\_\_\_

RFP/Grant Opportunity Title:  
\_\_\_\_\_

Date grant applications available:  
\_\_\_\_\_

Date grant applications available:  
\_\_\_\_\_

Pre-application process required? **Y or N**  
\_\_\_\_\_

Date of first contact with grantor:  
\_\_\_\_\_

Grantor Contact Information:  
\_\_\_\_\_

Deadline for application submission:  
\_\_\_\_\_

Length of grant life (years funded):  
\_\_\_\_\_

Anticipated Yearly Budget:  
\_\_\_\_\_

Matching Component: **Y or N**  
\_\_\_\_\_

Are training workshops required to write grant? **Y or N**

If yes....

- Approximate Dates: \_\_\_\_\_
- Costs: \_\_\_\_\_
- Number of Attendees: \_\_\_\_\_

Reason for Application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURES REQUIRED FOR APPROVAL:**

Requestor \_\_\_\_\_ Date \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Area Vice President \_\_\_\_\_ Date \_\_\_\_\_ Grant Compliance Officer \_\_\_\_\_ Date \_\_\_\_\_

**Please attach a summary of the proposal concept and a copy of the guidelines for this grant opportunity. Send this document and attachments to the Sponsored Programs Compliance Officer in the Dan & Andrea Boren Center, Suite 208, Office.**