



## Applying for a Grant as a George Fox Employee: Process & Procedures

The Office of University Advancement is responsible for all grant transactions on behalf of George Fox and its employees. Advancement will maintain and revise this process as necessary.

### Research & Plan Your Grant Idea

**Step 1:** Before reaching out to Advancement, do your due diligence in thinking through your project or program, your funding needs, and the appropriate funding organization. Consider the time commitment of the grant, the best person to lead, and whether it aligns with George Fox's and your department's broader priorities. Visit the website for the grant-maker and research their grant process. Grants can be very time-consuming, so plan accordingly!

**Note:** Advancement is the best resource for the financial/IRS documents that foundations often request.

**Step 2:** Once you have gathered enough information, approach your dean (or highest supervisor of your department/area) and make sure that he or she approves of your idea/devoting time and resources to this grant. It is recommended that you get his or her approval in writing for your records. Ensure that you are cognizant of the deadline for the first step of the grant, whether it be a simple letter of inquiry or a full proposal.

**Note:** This is a good time in the process for your dean/supervisor to bring the provost into the conversation, who can help guide you on university priorities.

### Loop in Appropriate Stakeholders

**Step 3:** Once your dean (or highest supervisor) has approved of you developing the grant, fill out the [George Fox Grant Request Form](#) online. This is your opportunity to outline your grant development plans for University Advancement. (If you have any questions about the form, reach out to Tai Harden-Moore, Director of Grants and Advancement Communications, [thardenmoore@georgefox.edu](mailto:thardenmoore@georgefox.edu) or ext. 2132.)

**Step 4:** Advancement reviews the form for any conflicts with university priorities or fundraising efforts in process. Advancement acknowledges receipt of the request in email and CCs appropriate dean.

**Step 5:** Advancement circulates grant form with the Director of Development and the provost so they are aware of the grant development and can voice any initial suggestions or concerns. **Note:** These entities may require that you delay or cease the grant development process should it conflict with university priorities.

### Develop Grant Proposal or Letter of Inquiry

**Step 6:** Employee stays in touch with his or her dean and with Advancement throughout the development process. Usually the employee will be responsible for writing the proposal or letter with input/help from Advancement. (Advancement's level of involvement in any project depends on university priorities, but at minimum, the office must always remain informed and receive a copy of all major documents.)

## Approval and Submission

**Step 7:** Employee shares fully developed proposal and budget with Advancement. Advancement reviews proposal and provides any feedback. Advancement then obtains final approval from VP of Advancement, provost and COO. **These individuals must approve before the proposal can be considered final.**

**Step 8:** Advancement submits the final grant proposal on behalf of the university unless otherwise stated. **The employee is not to submit the grant proposal independently without consulting Advancement.**

**Step 9:** Advancement will keep employee/department abreast of any developments and acceptance or denial of grant proposal by funding organization.

## Award Administration

**Step 10:** Often a funding organization will send a “grant agreement” form that outlines the university’s financial responsibility in accepting the grant. Advancement is responsible for circulating any grant contracts with the appropriate approvers (e.g. COO, president, etc.).

**Step 11:** Organizations will send a check to Advancement for processing. If the check is mistakenly sent elsewhere on campus, you must redirect it to the Advancement office: Box #6256. (Advancement coordinates with Financial Affairs to distribute funds/establish appropriate accounting string). Advancement notifies the department when an award arrives and funds are available.

**Step 12:** Advancement develops a thank you letter to the organization that is signed by the president.

**Step 13:** Advancement tracks any reporting requirements and stays in touch with employee on needed information for reports, budget adjustments (in partnership with Finance), and any other follow-up with the organization. The employee will typically provide this information, but Advancement will facilitate the requirements and submission.

**Note:** The grant follow-up process is vital and is how the university maintain our relationships with funders for this and future awards – it is required that you are responsive to all administrative requests following receipt of the award. Failure to do so may affect your ability to request future grants.

*\*This is an outline of how the grant process typically progresses. Funding organizations have different procedures and the complexity of their application processes vary greatly. Approach Advancement with any questions: [thardenmoore@georgefox.edu](mailto:thardenmoore@georgefox.edu) or ext. 2132*

*\*If you believe that your grant award may be newsworthy, please consult with Marketing Communications about internal or external promotion: Rob Felton at [rfelton@georgefox.edu](mailto:rfelton@georgefox.edu)*