On behalf of the Office of Planning and Development, thank you for reading the CSI Grants Gazette! We hope you will find the information contained inside useful in pursuing grant funding. As most of you know, grant funding is of increasing importance due to fiscal constraints at both the state and federal levels. We here in the Office of Planning and Development are pleased to help you in any way we can.

So what are some of those ways? What are some of the services you can expect from your Grant Development Coordinator? It would be easy for me to say “Whatever it takes” (which is true: I’ll help in any way I can!), but that’s a little vague. Here are some of the specific kinds of things we can assist you with:

- **Funding research**-there are a multitude of resources (both hard copy and electronic) available to seek funding sources for grant applications. I’d be happy to sit down with you and review some possible funding avenues we might pursue. Of course, ya gotta come in and see me first!

- **Proposal development**-one of the greatest challenges educators face today is time management. Faculty are very busy, and the idea of having to fit in grant writing time is daunting to say the least. As your Grant Development Coordinator, it is my responsibility to take the lead in writing, reviewing, editing and submitting grant proposals. I’ll make the process as easy for faculty as possible, and who knows? You just might enjoy it!

- **Grant management expertise**-getting a grant is only half the battle. Managing external funding can be tricky. Get the latest grant management information to keep your program on-track and running smoothly.

- **Budgetary issues**-not sure what matching is? Unsure of how much indirect to charge in your budget? Let us help you unravel all of the strings that come with external funding!

These are but a few of the ways we can be of service to faculty. As we are part of Planning and Development, we can assist in program development and implementation as well as grant-related activities. Contact any of the following folks for more information. Thanks again for your time, and we look forward to seeing you soon!

Greg Rogers, Grant Development Coordinator  x 6248
Monica Castañeda-Kessel, HCDC Grant Writer  x 6258
Magan Ruffing, Grant Accountant  x 6216
Donanna McKinstry, Office Specialist  x 6244
Hats Off.....
to this Month’s Money Magicians!...

...Jennifer Hall- Instructor, Special Projects-books for ABE students worth $5,000 was a recent award to CSI by the Pro-literacy Foundation. Jennifer created a great application and was one of few that were funded. Way to go, Jennifer!

...Ross Spackman- Associate Professor, Water Resources Management-wetlands preservation and use as a water purifications system is the focus of a $75,000 award Ross recently received from the Department of Environmental Quality. The project will be constructed on the CSI campus with much of the work done by students in the Agriculture department and Water Resource Management Program. Great job, Ross!

Other grants recently submitted and awaiting approval include:

- Institutional Technology- $60,000
- Blaine County Center- $5,415
- Ceramics Workshop- $7,500

What’s YOUR Great Idea?
Get a Grant and Make Some Magic TODAY!
This Spring over $18,500 was awarded to mini-grant applicants for projects that support initiatives of the CSI strategic plan.

Karen Atwood and Teresa Sept—equipment to improve the audio quality of student projects involving videotaped portions of their portfolios and CSI promotional interactive CD projects.

Mark Brown—publication of a literary journal of students’ fiction, poetry, creative non-fiction and essays.

Kathy Clark and Don Schultz—high quality digital cameras with adapters for microscopes and spotting scopes.

Sarah Harris and Kathy Pullman—scholarships for students participating in a field trip to experience the complexity and biodiversity of tropical marine ecosystems.


Brett Reid—equipment to enhance the law enforcement program.

Shannon Palmer and Ann Flannery—assistive technology devices to increase student awareness of hands-on exposure to and application of assistive technology that can be used to enhance their studies.

Jay Sneddon—a kiosk for the Student Union Building that will provide specialized registration/financial aid tasks, offering convenience for students not needing access to a Matrix employee.

David Rodriguez—diagnostic equipment for training students to meet industry needs.

Shawn Willsey—funds to participate in a field trip to share interdepartmental observations with students.
**Magan’s 2 Cents…**

Year-end is officially just around the corner. It is crucial, that as grant managers, you know where you are on your budgets. It is also necessary to evaluate your overall program time and effort, to ensure that the individual efforts are actually matching salary allocations. This is the time that we are called to truth on our salary allocations…audit time.

Also, I would like to remind you to be aware of program reporting deadlines. They tend to allow some time after the year ends…but remember that we are making year-end adjustments through-out the month of July…you will need to allow time for these adjustments. Please send me copies of all program reports to keep on Business Office file for audit purposes.

We are currently in the process of developing Business Office Fiscal Grant Policy. This written policy will help make things more consistent, concise, and audit ready. We hope to have that completed in the next couple of weeks. So please watch for details.

Again, I would like to remind our current grant managers & grant teams to be reviewing their overall budgets and watching individual line-item budgets. If you need assistance in this process…PLEASE, PLEASE…give me a call.

---

**Greg, the Grant Guy Sez…**

...project development is not the pain-in-the-rear you think it is. It can actually be very simple if you follow a few easy steps. First, ask yourself what three or four goals you want your program to achieve. Start each of them with the word “To” as in “To increase the number of students enrolled in honors program classes”. Put each of these on a separate sheet of paper. Next, add measurable objectives (2-4 should be about right) for each goal. In the honors program example, you might want something like “Provide outreach materials to 200 potential honors program students at CSI in the fall semester of 2005”. Notice how specific that statement is. Adding timelines and responsible parties to the objectives gives your program specifics and is the next step in program development. You now know what you are going to do, when you are going to do it, and who is responsible for it being done. The final piece of the puzzle is how the program will be evaluated for success. Put these elements all together in table format and you have a Scope of Work for your project. See, that wasn’t too hard! Let me give you a hand in developing your SOW by calling me at xt.6248. Thanks!

---

**Monica’s Magic…**

So many exciting things have happened! The Health Care Development Council has been awarded the $8,600 to purchase Nursing SIM Manikins for CSI Nursing and has received the employer match for the WIA grant. During the last month, HCDC held a retreat to plan future funding targets and refinement of the partnership policy and procedures. It was very productive. The HCDC Grant Writer will attend an all-grantees conference in Washington D.C. May 31st-June 3rd. We are waiting to hear on the nursing grants submitted in December and April.

---

**Fiscal Tip:**

General ledger/trial balance monthly reports for June will be preliminary only. If you would like a final and complete set of reports for the month of June please contact Tina Standlee at ext. 6205. The month...