

CSI Grants Gazette

September 2005
Vol II Issue 1

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. 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 team? It would be easy for us to say "Whatever it takes" (which is true: we'll help in any way we 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 us 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!...

Last Spring over \$18,500 was awarded by the CSI Foundation 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.



Jayson Lloyd—clay models for use in learning human anatomy.

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.





Current Grant Opportunities

Here are a few of the many grant competitions currently underway. For more information on these and other grants, contact the Planning and Development Office. Thanks!

1. Broadening Participation in Computing (BPC)-from National Science Foundation, BPC seeks to increase the number of US citizen and permanent residents receiving postsecondary degrees in computer sciences. For more information, see www.nsf.gov/grants
2. Staples Foundation for Learning-supports programs that provide job skills and/or education for all, with emphasis on disadvantaged youth. For more information, see www.staplesfoundation.org/foundation.html
3. Teacher Quality Research (Reading and Writing)-from the Department of Education, this competition centers on programs that help students who are challenged by poverty, minority status, disability, and/or family circumstances. More information can be found at www.ed.gov/grants
4. Television Projects: Planning and Scripting Grants-provided by the National Endowment for the Humanities, this program funds documentaries and/or historical dramatization projects. Check www.neh.gov/grants for more information.
5. ADVANCE: Increasing the Participation and Advancement of Women in Academic Science and Engineering Careers-also from NSF, this program seeks to increase the participation of women in science and engineering careers. See www.nsf.gov for more information.

Good Luck and Good Hunting!

MAGAN'S 2 CENTS...

Now that year-end is behind us and the auditors are gone, I can begin to focus my time and energy on the new year. Thanks so much to those of you involved with grant management.... and grant reporting.... and grant close-out this past year. Close-out for grants went very smooth and you were all a part of that. Thank you!

As the new year is under way, just a reminder that I will need the following documents for all grants/contracts for the Business Office files:

- ✓ Grant/Contract Application
- ✓ Grant/Contract Award letter
- ✓ Grant/Contract Budget
- ✓ Amendments or Changes in Grant/Contract Content
- ✓ Reimbursement/Billing Information
- ✓ Time & Effort Forms
- ✓ Copies of Program Reports

All grant funded positions split between two funding sources must complete time and effort sheets. These sheets need to be sent to me on a monthly basis. If you are new to this, and need help with this process, please give me a call.

Also, please watch your monthly reports to ensure that salaries are being expensed according to your grant budget. In the past, this has been a problem area, which results in journal entries and reporting issues. Again, if something doesn't look reasonable, please give me a call and we can check into any questions that you may have.

We are currently working on budgets and hope to have all budgets entered by mid-September. Your budget should appear on your September monthly reports. If you have questions about your budget before then, please call me.

Magan at ext 6216

Fiscal Tip:

Business Office forms are available on-line at <http://www.csi.edu/level2.asp?id=9> or from the CSI home page select Faculty and Staff, then Forms, then scroll down to Business Office.

GREG, THE GRANT GUY SEZ..

Welcome to a new year of activity at CSI! I'm happy to see so many retuning faces and some new ones as well. I look forward to meeting with or talking to each of you this year.

I wanted to say just a few words about grant process here at CSI. We have some pretty defined procedures in the Grants Office, and I'd like to make you aware of some of the basics. For example, EVERY external grant application begins with the Request for External Funding form. It should be filled out completely and signed before ANY significant grant development activity is begun. It's sort of the "gatekeeper" form that helps me keep track of grant activity on campus. You can access the form on the CSI website by going to the Office of Planning and Development home page and clicking "Grant Development". This form should also be used for all grants you are partnering with outside institutions on.

Another basic procedure is development timelines. Once I have had a chance to get together with you and plot out a grant development strategy, a timeline is created to keep us both on track and on time. I tend to be a real stickler about following the timeline, so beware: when you're late, you buy me lunch!

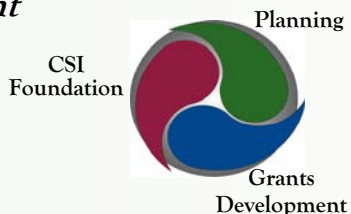
Greg at ext 6248

MONICA'S MAGIC...

The Health Care Development Council has been awarded \$188,257 for Scholarships for Disadvantaged RNs. This is \$45,000 more than last year's award which benefited 83 students with tuition and book payments. This federal grant has a positive ripple effect in that it makes other scholarship funding sources available to health science majors outside of nursing. Many more students benefit.

Ambulatory Electronic Medical Record is scheduled to begin implementation at CSI in January. HCDC is awaiting notification on over \$2 million in grant awards this fall for various projects. Wish us luck! If you have any questions, please call *Monica Castañeda-Kessel, HCDC Grant Writer at ext 6258.*

Planning and Development



We create educational possibilities for the CSI community and build public partnerships through innovative planning, fundraising, and grant development.