CSI Grants Gazette

Message from the Vice President of Planning and Grants Development

Dr. Edit Szanto

During difficult economic times it is especially important that we all pull together to help CSI and ourselves not just survive in the face of these challenges but thrive by actively looking for opportunities and using our creativity and entrepreneurial spirit to help us minimize costs and generate new revenue while maintaining the quality of our programs and services.

Securing additional external grant funding is one way we can help. Grants require passion and hard work. It takes time and dedication to develop and write a successful grant application. And the work does not stop there. It only starts there. Someone has to direct and manage the grant. Ensure that we follow through on our promises and implement the projects as described in the grant application and according to the funding agency’s requirements. CSI is lucky to have several faculty and staff who have vision, believe in the programs and services they are involved with, and are willing to go the extra mile to make them successful.

Grant writing and management, on occasion, may seem like a thankless job but in reality we do recognize the extra effort and we do appreciate the benefits derived for our students and our institution. We have some faculty and staff who have several large grants under their belts. And we have some faculty and staff who are now getting their feet wet. They all put in the time and effort, but they can also look back and see the results - new programs, new services, sometimes new facilities or innovative technologies; or new students who without these grants would not be here. It does make all of us feel good to know that we’ve made a difference.

Grants help our students. They help our departments. They help our institution. And they help us. Having successful grant writing and/or grant management experience on your resume can help you reach your professional aspirations. And they provide a sense of accomplishment and pride.

We know who are our grant champions and we appreciate the time and effort they put forth. It does not go unnoticed or unappreciated. CSI is better because of you.

CSI Foundation Mini Grant Awards

This fall $18,000 was awarded to mini-grant applicants. Each of the projects was fully funded and will meet a variety of needs. Applications for the spring round of mini grants are currently under consideration.

Cindy Biberos—workshop for faculty, staff and students of the Early Childhood Education program to improve quality of instruction.

George Halsell and Mark Dailey—Electronic musical instrument (theremin) as demonstration of historically important instrument for music appreciation classes and demonstration of electronic principle of heterodyning for physics classes.

Lynn Irons—Software and iPods to allow students with medical or family emergency situations to access lectures and continue assignments in order to complete courses.

Janet Milligan—Instruments in order to use endoscopic equipment that has been donated to the Surgical Tech program.

Brett Reid—Safety Cones to use in Emergency Vehicle Operations training for officers of the Law Enforcement program.

Tiffany Seeley-Case—Equipment to improve instructional strategies for teaching Fundamentals of Oral Communication online.

Jan Simpkin—PC, software and cyberpads to develop a “paperless” course for Environmental Science classes.

Shawn Willsey—Supplementation of precision compasses for students to determine spatial orientation of geologic features in field and class settings.

Kate Woods—Web based interview preparation for students with virtual coaching.

Hats Off….. to this Month’s Money Magicians!…
On January 22, 2009, CSI received notification that it was the recipient of a second Community Based Job Training Grant called, “Workforce Solutions for the Digital Age.” I wrote the grant in December for $1,995,673 and leveraged an additional $1,211,508 totaling over $3.2 million. To be honest, this would not have been possible without the tremendous support of the deans and program people on this campus who were willing to help get quotes, read drafts, and help round up letters of support. We owe them a great deal of thanks for their commitment and faith in the future of this campus. This project will significantly benefit multiple areas of the campus including law enforcement, welding and metal fabrication, rad-tech, on-line learning, and develop a new dental hygiene program. Industry has asked us to produce labs and programs that are comparable to real world scenarios, etc.—this grant will make it possible for over 1424 students over the next three years under the leadership of Dr. Cindy Bond. CSI is only one of a handful of colleges in the nation to receive two CBJTs the first which expanded the CSI nursing program and health occupations dual credit, etc. has been a tremendous success. Wish us luck!

Scholarships for Disadvantaged RNs from HRSA was funded for $146,338. Dr. Sugden awarded 81 RNs with the highest economic need. CSI has also applied to receive the grant for another year. So wish us luck!

Grantfully Yours

On behalf of the Office of Planning and Grants Development, thank you for reading the CSI Grants Gazette! We hope you will find the information useful in pursuing grant funding. As most of you know, grant funding is of increasing importance. The staff here in the Planning and Grants Development office are pleased to help you in any way we can.

So, what are some of the services you can expect from your Grants 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. We’d be happy to sit down with you and review some possible funding avenues we might pursue.

- **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 you as possible.

- **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!
During January of 2009, CSI was fortunate to receive a $1.96 million “Community Based Jobs Training” grant from the Department of Labor. The grant was made possible by the collaborative efforts of many community partnerships. Workforce Solutions for the Digital Age includes approximately $820,000 for equipment to enhance the Law Enforcement, Radiologic Technology, and Dental Hygiene programs. The grant also provides the salaries for an Online Course Designer, Project Manager, Dental Hygiene Instructor, Welding Course Designer and approximately $300,000 in scholarships for students in these programs. Workforce Solutions for the Digital Age was part of a competitive grant process; CSI was 1 of the 68 community colleges out of 274 applications to receive an award. The grant runs for a total of three years and has provided much needed funding for our new Health Science Building. The recent economic decline had caused concern regarding the additional funding needed to equip the building. Because of the grant funding, our Radiologic Technology will open the Health Science building with new “state of the art” Digital Equipment, not seen at other schools across the state.

We are currently in the process of hiring our Project Manager and Online Course Designer. The first purchase of Law Enforcement equipment should happen before the end of the second quarter and will include (2) Digital Driving Simulators and a new police cruiser. During the last two quarters of the year we plan to hire our Welding Course Designer and purchase the remaining Health Science Equipment.

Students Supported in Fall 2008 Planning and Development Grants

| Dual Credit Health Occupations | 231 | $57,175 |
| Adult RN, LPN, LPN to RN or CNA | 316 | $290,498 |
| TOTAL | 547 | $347,673 |

Take it Step by Step When Applying for an External Grant

Approval for proposal is required before writing commences.

First things First:

1- Complete an External Funding Request form (http://planning.csi.edu/forms/ExternalFundingRequestForm.doc) and submit it to either the VP of Student Services, Planning and Grants Development or the Executive Vice President — who will present it to the Administrative Council for consideration. You will be notified of their recommendation. Upon approval, write your grant.

2- One week prior to the deadline for submission present a draft of your proposal to the Administrative Council and project directors/managers for review.

3- Prior to submission, complete and secure appropriate signatures on the External Grant Submission Form (http://planning.csi.edu/forms/GrantSubmissionForm.doc). Deliver the completed form to the office of Planning and Grant Development in the Taylor building.
As my first column in the Grants Gazette, I am excited to introduce myself to the CSI family and offer my assistance on Healthcare and HSHS education related projects. I began my career for the Health Care Development Council (HCDC) in September 2008, and it has been a whirlwind! I have had the opportunity to meet and work with many great people thus far and I look forward to building many more relationships!

The Healthcare and Education sectors are faced with challenging, but exciting times. With a new Administration in Washington, Healthcare reform is on the forefront. This reform is expected to bring many grant opportunities to the healthcare and healthcare education sectors. The Health Care Development Council is working diligently to keep abreast of the future grant opportunities that this reform will bring. In order to be prepared for future grant opportunities, I encourage everyone to identify areas of need and contact me with their project ideas.

This month, HCDC submitted a grant proposal to the Idaho Bureau of Homeland Security to install Fiber Optic Broadband connectivity between CSI, St. Luke’s and Canyon Ridge High School. This connectivity will support various disaster preparedness and educational opportunities for CSI. A special thanks to Dr. Ken Campbell for all his help with this project.

Thank you and I look forward to meeting many more great people at CSI! If you have any questions, please call anytime.

Brandi Turnipseed, HCDC Grant Writer, ext 6248.

Fiscal Tip:
Please refer to our Grant Accounting & Administration Policy 5.12.10 available at http://www.csi.edu/facultyandstaff/business_policies.html throughout the application process and life of your grant. This policy will provide Business Office guidance on grant questions.

Magan’s 2 Cents...

Well, year-end is just around the corner….whew!!! Where does time go? I hope you are all having a great semester. We have some exciting opportunities right now in the grant world here at CSI. Congrats to those involved with securing the CBJT II project!!!!

Grant managers, please watch your budgets to ensure that you are going to spend your money. We don’t like leaving money on the table. Your equipment budgets should be spent down by this point. We really encourage grant managers to purchase their equipment within the first three months of their grant period. There really isn’t a reason to wait. You have your budget and you know what you want…..go get it!!

As far as equipment purchases go, if you need help with the bid process contact Jeff Harmon at x6210. Here are a few helpful hints as you begin:

◊ Begin Bid Process 4-5 weeks prior to Board Meeting.
◊ Estimate if purchase may exceed $25,000.
◊ Determine funding source.
◊ Generate detailed bid specifications to be given to Business Office.
◊ Provide Business Office with a description of item to be put in the newspaper.
◊ Add will run for two consecutive Weds. & will be opened on the third Wed.
◊ Allow adequate time to evaluate various bids & make recommendation.
◊ Low bid will be accepted unless it is not in the “Best Interest of the College”.
◊ Final recommendation drafted & submitted to the President’s Office.
◊ Board discussion and approval.
◊ Following Board approval notify all vendors of bid outcome.
◊ Prepare purchase requisition and submit to Business Office.
◊ Business Office will generate a Purchase Order.

Please feel free to call me at anytime with questions. We know being involved with grants is a lot of hard work. Thanks for all you do!!!

Magan at ext 6216