Why volunteer to become a Project Director or member of a project team? Being a grant Project Director shows commitment to the College and your program, and a willingness to go the extra mile! Does anyone notice that you volunteer? Absolutely!

Institutional Research—IR is also crucial for the development of successful grant applications. Every application requires data to show need and/or accomplishments, establish baselines, create benchmarks, etc.

Business Office & Grant Accountant—Grant proposals also benefit from Business Office review. At CSI we are lucky to have Magan, our Grant Accountant, who reviews applications and provides valuable input prior to submission.

Last but not least, grants need administrative support.

The entire Grant Development Office - Perri, Gina, Donanna, and Edit - is looking forward to another successful year in the wonderful world of grants.
Fiscal Fact:
“Any agreements financially obligating or contracting the College of Southern Idaho must be signed by the Dean of Finance, VP of Administration or the President”.

Board Policy 8.16
Grant Accounting and Administration Fiscal Policy

Meeting our workforce needs

In CSI’s Grant Development Office we are dedicated to bringing to campus the dollars and programs that line up with our strategic goals and meet the needs of our students, staff and faculty, and community. Recently, we have been able to work on several projects aimed at improving our local workforce and economy.

The highlight of these efforts is Round Three of the Department of Labor and Department of Education’s TAACCCT (Trade Adjustment Assistance Community College and Career Training) grant program. TAACCCT is designed to ensure that our nation’s institutions of higher education are helping adults succeed in acquiring the skills, degrees, and credentials needed for high-wage, high-skill employment while also meeting the needs of employers for skilled workers.

CSI was successful in Round One of the TAACCCT grant, securing $2,701,202 to lead a consortium of Idaho colleges in implementing programs to accelerate the progress of low–skilled workers and promote access, retention and success for students. One major part of the ongoing grant project is the development and implementation of a Physical Therapist Assistant degree delivered across the state.

In Round Three, CSI has proposed a single-institution project focused on meeting the needs of our region’s major industry—food manufacturing. In partnership with major employers in our area, CSI has proposed the development of a Food Processing Management Program that will offer areas of emphasis in food safety, quality assurance, food processing, and management.

We are anxiously awaiting the funding announcement and the opportunity to better serve the community!

Perri Gardner can be reached at 208-732-6248 or pgardner@csi.edu

Magan’s 2 Cents...

The Business Office is in the process of finalizing our FY 12-13 audit. We plan to have the audit ready to present at the October 21st board meeting. Grants are a major piece of the audit and I want to take a moment to thank all of you grant managers who have been involved with grants through-out the last fiscal year. You are truly amazing! Thank you!

Managing a grant takes a lot of time and energy above and beyond your normal day-to-day job duties. It is so refreshing to see many of you step-up and pursue funding opportunities to grow and expand your programs and departments. Your schedules are already more than full and yet you continue to get involved and make things happen.

We had several successful grant monitoring visits this past year. Congratulations to Bryan Matsuoka and his staff at the Small Business Development Center, Mancole Fedder and his staff at Head Start, Jim Fields and his staff at the Office on Aging, and Lynn Baird and his staff at Trans IV.

These program reviews went very well and these programs received many positive comments and praises. Hats off to SBDC, Head Start, IOOA, & Trans IV.

Our goal is to have the FY 13-14 budgets entered by the end of the month, so please check your reports and let us know if you see any discrepancies.

Have a great semester!

Magan Hodge can be reached at 208-732-6216 or mhodge@csi.edu

GRANTS OFFICE NEWSLETTER
See You in Health!

Hi there. It’s safe to say that plenty has happened since the last grant newsletter came out. Since January, the HCDC has submitted grants for programs to improve diabetes management, increase minority student enrollment in CSI’s Nursing Program, and to provide needy low-income residents with dentures. Currently, I’m working on three different proposals, all with due dates within days of each other, all for very different things. Palliative care, compassion fatigue, primary pediatric psychopharmacology—I couldn’t tell you what any of these phrases meant to the people of southern Idaho less than two months ago. Now, it’s no problem to rattle off this year’s turnover rate for social workers (12% and climbing), or how many end of life care programs are available in the Magic Valley (zero), or how many child psychiatrists currently work in the eight county area (two). Every day I learn something new about our community—who we are, what we have, and most importantly, what we need. It’s fascinating.

With each new proposal I build, I’m faced with new sets of challenges. Each has its own set of guidelines, requirements, and fussy minutiae that can swing from one extreme to another. Federal grants typically want tons of detail and allow anywhere from 25 to 50 + pages for you to prove how needy your population is, how carefully you’ve considered your plan, and how great you’ll be at implementing and reporting on it. Some foundation grants require you to package all that information into tiny pre-made boxes, some giving room for 70 characters or less. The joke around the office is that one day you’re tweeting your grant, the next you’re writing a novel. Both are tasks that require creativity, flexibility, and thick skin.

I look forward to sharing what I’ve been learning at the upcoming Grants 101 class I’m co-teaching with Perri and Magan on August 20th at 10am in Taylor 276. I’ll be talking about our roles as Grant Writers in grant development and submission, and the process for applying for internal and external grants here at CSI. The workshop will be fun, informal, and will help demystify parts of the proposal writing process. I hope to see a bunch of you there.

Gina Whitney can be reached at 208-732-6258 or gwhitney@csi.edu. Taylor Bldg. 120E

“Every day I learn something new about our community—who we are, what we have, and most importantly, what we need.”

8/20/2013
Grants 101
Taylor 276 @ 10am

Join Magan Hodge, Perri Gardner, and Gina Whitney for coffee, pastries, and an informal session discussing partnering with the Business Office and the Planning and Grants Development Office as you prepare, submit, and manage your grant project. Topics covered include applying for internal grants at CSI, understanding the external grant approval process at CSI, grant writing 101 (finding funders, creating proposals, submitting proposals), the role of the Business Office as you draft your grant and throughout the life of your grant project, and the roles and responsibilities of a grant manager.
Get Going in the Right Direction

Grant Project

Complete External Funding Request (EFR) Form
✓ Signed by Dean & Dept. Chair

Submit EFR Form to VP of SS/Planning/Grant Development for Administrative Review and Approval
✓ All External Grants must be submitted to and approved by Administrative Council prior to writing of grant.
✓ Submit for approval at least 2 weeks prior to Grant application due date. If the grant writer’s assistance is needed submit as soon as possible after the publication of the funding announcement.
✓ EFR must be signed by Dean & Dept. Chair prior to submission for Administrative Council approval
✓ Attend Administrative Council (as desired/requested) to

Not Approved by Administrative Council
✓ Respond to Administrative Council Questions and Concerns (if any)
✓ Modify project based on Administrative Feedback (if needed)
✓ If modifications - resubmit to Administrative Council for Approval
✓ If not approved by Administrative Council - Do NOT apply for grant

1. Discuss with Dean and Dept. Chair
2. Discuss with Grant Development Office

If Grant is being coordinated and written by Grants Development Office the Grants Office will coordinate all steps.

Approved by Administrative Council
Contact Grant Development Office to assist with writing and grant submission (if desired/needed)

Draft Grant Proposal
Submit Final Draft for review and approval a minimum of 1 week prior to deadline for submission
✓ Administrative Council
✓ Grant Development Office
✓ Grant Accountant

Upon Approval
Submit Final Application
Submit copy of Final Application and Grant Submission Form to Grant Development Office and Grant Accountant
Large Grants

Advanced Technological Education; National Science Foundation. Up to $300,000 per year to produce more qualified science and engineering technicians to meet workforce demands, and improve the technical skills and the general STEM preparation of technicians and the educators who prepare them. **Deadline is October 17, 2013.** [http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5464](http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5464)

Laura Bush 21st Century Librarian Program; Institute of Museum and Library Services. Up to $500,000 to support the early career development of new library faculty members who are likely to become leaders in library and information science. The grantees will conduct research on any topic in library and information science. **Deadline is September 16, 2013.** [http://www.imls.gov/applicants/detail.aspx?GrantId=9](http://www.imls.gov/applicants/detail.aspx?GrantId=9)

Small Grants

Seagraves Family Foundation, Inc. The Foundation grants to entities along the Highway 93 Corridor from Twin Falls County to Custer County. The Foundation is specifically interested in grantmaking in areas of education, families and children, and the humane treatment of animals. **There is no deadline.** [http://seagravesfamilyfoundation.org/Grantmaking.html](http://seagravesfamilyfoundation.org/Grantmaking.html)

Foundation Mini-Grants; The CSI Foundation. Up to $2,500 to stimulate creative ideas and activities and their subsequent implementation that result in improved student learning. Collaboration among staff/faculty is key for a successful proposal. **Deadline is November 2013.** For more information contact Deb Wilson [dwilson@csi.edu](mailto:dwilson@csi.edu), Executive Director of the CSI Foundation. [http://planning.csi.edu/grantsDevel/internalGrants/miniGrants.asp](http://planning.csi.edu/grantsDevel/internalGrants/miniGrants.asp)

Laura Bush 21st Century Librarian Program; Institute of Museum and Library Services. Up to $500,000 to support the early career development of new library faculty members who are likely to become leaders in library and information science. The grantees will conduct research on any topic in library and information science. **Deadline is September 16, 2013.** [http://www.imls.gov/applicants/detail.aspx?GrantId=9](http://www.imls.gov/applicants/detail.aspx?GrantId=9)

Advanced Technological Education; National Science Foundation. Up to $300,000 per year to produce more qualified science and engineering technicians to meet workforce demands, and improve the technical skills and the general STEM preparation of technicians and the educators who prepare them. **Deadline is October 17, 2013.** [http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5464](http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5464)

Laura Bush 21st Century Librarian Program; Institute of Museum and Library Services. Up to $500,000 to support the early career development of new library faculty members who are likely to become leaders in library and information science. The grantees will conduct research on any topic in library and information science. **Deadline is September 16, 2013.** [http://www.imls.gov/applicants/detail.aspx?GrantId=9](http://www.imls.gov/applicants/detail.aspx?GrantId=9)