

## OSU Institute of Technology

### Workforce & Economic Development – Grants Office

The Grants Office provides pre-award and post-award support and services to faculty, staff, and administration for federal, state, corporate, and private grants submitted on behalf of OSU Institute of Technology (OSUIT). Responsibilities include:

- Finding Funding Opportunities
- Writing of Strategic Grants
- Research
- Budget Development
- Format, Layout, and Design
- Online Submission of Federal, State, Corporate and Private Grants
- Review Awards for Compliance
- Ongoing Program Support
- Institutional Grant Archival
- Quarterly Involvement in Post-Award Reporting and Coordination

The Grants Office is located in Suite 108 of the Donald W. Reynolds Training Center. The Grants Office is open Monday - Friday from 7:30am to 4:30pm. Contact information:

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### **Responsibilities**

On a continuing basis the Grants Office reviews several government and commercial websites listing upcoming grant opportunities. Every two weeks, a list of those opportunities which are potentially of interest to OSUIT units and academic schools, is distributed to all organizations for the purpose of reviewing and consideration.

Once a decision has been made and approved by the units, the Grants Office will provide pre-award and post-award support and services by assisting with writing, preparing, researching, designing, and submitting grants as well as reporting and coordination of grant programs.

Individuals who wish to prepare a grant proposal (for federal, state, corporate, or other sources) must first notify the Grants Office. This notification will: 1) prevent and eliminate any duplicative efforts that may occur, 2) prepare the Grants Office for a future electronic submission, 3) prepare staff for the submission of OSUIT's institutional Routing Form, and 4) provide the required budgetary information needed for Banner access.

The Grants Office archives all institutional grant submissions. Because grant documentation may contain proprietary and/or confidential information, these records are not made public, but are retained for Federal and State audits and financial tracking.

In the preparation and submission of proposals, the following provisions and timeline shall apply:

1. The Grants Office must be notified of the intent to apply.
2. The proposal must conform with OSUIT policies.
3. The Grants Office and proposer are both responsible for reading and understanding the guidelines of the grant application.
4. Legal reviews, when requested by the sponsoring agency, will be performed by University legal counsel.
5. Transmission of all proposals and acceptance of all awards from any sponsoring agency must go through the Grants Office which serves as the Authorized Organizational Representative.

#### **Timeline:**

1. **Ongoing:** Identify funding sources and opportunities.
2. **90-days before submission date (initial notice):** Complete an Intent to Submit (ITS) form.
3. **45-days before submission date:** Meet with Grants Office to go over draft proposal and budget.
4. **30-days before submission date:** Submit all additional documentation to Grants Office (e.g. resume, letters of support, etc.).
5. **15-days before submission date:** Meet with Grants office to review and finalize proposal/budget.

\*The Grants Office will continually identify potential grant opportunities. At times, the submission process may be less than 90-days prior to submission dates. However, all efforts will be made to adhere to the 90-day timeline. Exceptions to the 90-day initial notice will be given on a case-by-case basis with written approval/agreement required by the Grants Office and individual unit leaders.

#### **Budget Development**

All grant budgets will be developed in coordination with Workforce & Economic Development, OSUIT Fiscal Services, and the submitting units. Budgets must comply with the financial guidelines found in the Solicitation for Grant Application (SGA).

#### **Indirect Cost Rates**

All grant proposals must be evaluated by the Grants Office to determine if an indirect cost rate or administrative fee should be budgeted for and charged to the grant. To determine if a facilities and administrative rate (indirect cost rate) should be charged, the Solicitation for Grant Award, or applicable pre-award documentation should be reviewed, to determine if indirect costs are allowed and if there are any limitations stated.

If an indirect or administrative rate is allowed, the grant will be charged the approved indirect cost rate established with the Department of Health & Human Services. See OSUIT's current Indirect Cost Rate at <https://gcfa.okstate.edu/>

Once the appropriate rate has been determined, that rate will be applied consistently to the grant for the entire grant period.

### **Receiving the Contract/Award**

When a funding source awards OSUIT a grant, official notification is usually made via letter or electronically to the President's Office, the Grants Office, or the Project Director. An award document will be received, which will require thorough review, negotiation, and signature (signed by the President or Authorized Organizational Representative) before being returned. OSUIT will ultimately receive a fully executed award contract, which will bind the institution to the terms agreed upon.

### **Contracts/Award Notices**

All award notices and fully executed copies will be kept in the Grants Office. It is the responsibility of the Project Director and/or Principal Investigator to forward a copy of the contract, budget (signed by the dean or designated individual), and award notification letter to the Grants Office. OSUIT Purchasing will then establish a unique Banner account for each contract using a specific FUND number, ORGANIZATION code, ACCOUNT category, and PROGRAM code (FOAP). The Project Director will be notified of the appropriate codes and will be expected to attend Banner training sessions for efficient administration.

### **Continuing Grants and Contracts**

The President, Vice Presidents, and Grants Office (on behalf of the administration) have signatory authority for all continuing contracts and grants including amendments, renegotiated budgets, and yearly budget requests. All fully executed documentation, including amended contracts and awards, annual reports, final reports and close-out documents must be sent to the Grants Office for archival.

### **Press Releases**

After notification of receiving an award, OSUIT will typically issue a press release notifying the OSUIT community of the project. Press releases are written by OSUIT's Office of Marketing & Communications or the Grants Office, and ultimately disseminated by the Office of Marketing & Communications. Grantors may place restrictions upon information made available in press releases; thus, it is the responsibility of the Project Director to notify the Grants Office of any restriction that may jeopardize the relationship between grantor and grantee.