

Checklist for Grant Approvals and Submissions at The College of Idaho

The instructions below will help guide you through the stepwise grant submission process. If you have questions about the process or any of the steps below, please contact Tim Otter (x5918, totter@collegeofidaho.edu).

In general, grant preparation begins with one of two routing forms: the proposal authorization form (“short form”) or the proposal submission form (“long form”). Both are available at: <http://www.collegeofidaho.edu/academics/office-academic-affairs/c-i-grant-resources/grant-forms-and-documents> along with other resources for grant-writing.

Certain types of grants may be approved by an expedited process via the short form; others require the long form, with the short form as an initial step in the approval process. Both forms require approval signatures, which generally take several business days to secure. The guidelines for using the short form are listed on the back of the short form.

- Briefly sketch out the main concept for the grant, an approximate budget, a timeline for funding, potential funding sources. Attach this document to the short form, which should be filled out and signed. Bring these documents to the OSP.
- If possible, determine whether the project design or any of the likely funding sources require defined institutional commitments. These may include matching funds, dedicated space, a phase-in plan for sustainability, release (reassignment) from teaching duties, or other in-kind contributions. Any such arrangements require the VPAA’s prior approval, before further steps are taken. The OSP can help evaluate requirements.
 - Grants with institutional commitments generally require the long form.
- If your project is eligible for expedited processing via the short form, bring a detailed budget to the OSP before presenting the formal budget request to the Controller in the Business Office.
- Get the itemized budget plan and justification approved by the Controller. The budget pages should include a space for approval signature/ initials and comments.
- If your grant requires the long form, the entire final budget and proposal must be available for administrative approval. Poorly written grants may require revision, which may delay the submission process. All grants require administrative approval.
- Optional steps: The OSP is available to help you design, revise or focus your proposal, suggest potential funding sources, and submit your proposal online when it is required (some government grants). These services may take some time to complete, and obviously options become more limited as the submission deadlines approaches. Allow ample time to develop your proposal and make it convincing and competitive, and to get it submitted on time.