

## Glenn College Grants Management Process

| Step | PI Action   | What Happens Next  | Who to Contact for Help   | Timeline   |
|------|---|--|---|--|
| 1    | Discuss grant proposal with Trevor Brown  | Provide a copy of the grant guidelines & be prepared to discuss your plans for the funds. Email a description of the grant and your attention to utilize funds if the grant proposal is awarded. | Trevor Brown, <a href="mailto:brown.2296@osu.edu">brown.2296@osu.edu</a>  | 1-2 months prior to proposal submission deadline |
| 2    | Contact Grants & Contracts Specialist   | Complete a Faculty Grants Budget Sheet & provide it with a copy of the grant guidelines/RFP to Scott Scribner. He will schedule a time to meet with you and develop a draft budget.              | Scott Scribner, <a href="mailto:scribner.5@osu.edu">scribner.5@osu.edu</a>  | 1-2 months prior to proposal submission deadline |
| 3    | Draft statement of work, budget and additional items for proposal.  | Visit <a href="http://osp.osu.edu/development/roles.cfm">http://osp.osu.edu/development/roles.cfm</a> for guidance on proposal development.  | Scott Scribner, <a href="mailto:scribner.5@osu.edu">scribner.5@osu.edu</a>  | 1 month prior to proposal submission deadline    |
| 4    | Send semi-final statement of work, budget & add'l items to Scott and the Office of Sponsored Programs.                  | Email the semi-final documents to Scott Scribner for confirmation and approval. Todd Eckert on this email.   | Scott Scribner, <a href="mailto:scribner.5@osu.edu">scribner.5@osu.edu</a> .<br>Todd Eckert, <a href="mailto:eckert.120@osu.edu">eckert.120@osu.edu</a> | 2 weeks prior to proposal submission deadline    |
| 5    | Complete ePA005 form.   | PI completes and submit an electronic ePA-005 form   | Scott Scribner, <a href="mailto:scribner.5@osu.edu">scribner.5@osu.edu</a>  | 10 days prior to proposal submission deadline    |
| 6    | Send complete proposal application document to Grants & Contracts Specialist and The Office of Sponsored Programs (OSP) | Scott and Todd will review and contact PI if concerns are present. PI will need to address any concerns ASAP.  | Scott Scribner, <a href="mailto:scribner.5@osu.edu">scribner.5@osu.edu</a><br>Todd Eckert, <a href="mailto:eckert.120@osu.edu">eckert.120@osu.edu</a>   | 5 days prior to proposal submission deadline     |
| 7    | Notify The Office of Sponsored Programs (OSP) to submit proposal  | Todd Eckert will send you confirmation of proposal's submission  | Todd Eckert, <a href="mailto:eckert.120@osu.edu">eckert.120@osu.edu</a>   | 3 days prior to proposal submission deadline     |

**PROPOSAL AWARDED****OSP will email you with award notification and project number**

| <b>Step</b> | <b>PI Action</b>               | <b>What Happens Next</b>   | <b>Who to Contact for Help</b>   | <b>Timeline</b>   |
|-------------|--------------------------------|--|--|---|
| 8           | Meet with HR/Fiscal Team       | Work with HR/Fiscal Team to process budget items, prepare letters of offer, etc. according to approved budget                                | Scott Scribner, <a href="mailto:scribner.5@osu.edu">scribner.5@osu.edu</a><br>Kim Young, <a href="mailto:young.1807@osu.edu">young.1807@osu.edu</a><br>Jenna Markle , <a href="mailto:markle.45@osu.edu">markle.45@osu.edu</a> | Upon project number assignment  |
| 9           | Monitor Grant Activity & Funds | Work with Grants & Contracts Specialist and College Fiscal Analyst to monitor grant activity and funds                                       | Scott Scribner, <a href="mailto:scribner.5@osu.edu">scribner.5@osu.edu</a> , Garrett Boysen <a href="mailto:boysen.4@osu.edu">boysen.4@osu.edu</a>   | On a monthly basis  |
| 10          | Close out                      | Submit all Final Technical Reports. Review expenditures are appropriate. If cost share was proposed, make sure it is appropriately recorded. | Scott Scribner, <a href="mailto:scribner.5@osu.edu">scribner.5@osu.edu</a><br>Todd Eckert, <a href="mailto:eckert.120@osu.edu">eckert.120@osu.edu</a>  | Usually within 90 days after the end date of the award.<br>May be less. |

Last updated: 8/24/2021