

KEY CONCEPTS

- The Grants Lifecycle has several distinct phases
- These phases are similar for most grants
- There are important activities that take place in each phase of the Lifecycle

**PRE-
AWARD
PHASE**

**FUNDER
REVIEW**

AWARD

**POST-
AWARD
PHASE**

**AFTER THE
GRANT**

PRE-AWARD PHASE >>>

IDENTIFY FUNDING NEEDS

- [YC Strategic Plan](#) and [YC webpage](#)



PRIORITIZE RESEARCH

- Strategic Grantseeking at YC
- YC Grants Decision Matrix
- Grants Review Committee



FIND FUNDING OPPORTUNITIES

- How to research funding opportunities (*handout coming soon*)
- List of links for research (*handout coming soon*)
- Spreadsheet to use for research (*coming soon*)
- YC Annual Grants Calendar



PREPARE AND SUBMIT GRANT APPLICATIONS

- Grant Proposal Pyramid

FUNDER REVIEW >>>

FUNDER REVIEWS APPLICATIONS

- Funder review process can take several months

FUNDER MAKES DECISION TO AWARD GRANT TO YC

- Sample Grant Award Notifications (GAN) (*needed*)

AWARD >>>

AWARD NEGOTIATION

- If needed and if permitted by funder
- YC Procurement & Contracts

AWARD ACCEPTANCE

- If needed (many awards are accepted by default)

GRANT KICKOFF MEETING

- Kickoff meeting handout
- 2 CFR 200 Grants and Agreements

FUNDS DISBURSEMENT

- For non-reimbursement grants, award is given up front
- Cash versus cost reimbursement grants handout (*coming soon*)

POST-AWARD PHASE AND GRANT MANAGEMENT >>>

Post-award activities and requirements are the responsibility of the Project Director or Principal Investigator, not the Grants Coordinator or REDC Grant Writer

SUBRECIPIENT AGREEMENTS FOR CONSORTIUM GRANTS

- When applicable

SUBRECIPIENT MONITORING

- When applicable
- Subrecipient monitoring
- *(Sample checklist coming soon)*

GRANT IMPLEMENTATION

- Hire and train new personnel
- Purchase supplies and equipment
- YC Human Resources and YC Procurement

PROJECT PERFORMANCE

- Perform grant-related activities and incur costs
- Time & Effort reporting
- Track progress towards goals
- Keep programmatic and financial records
- Submit progress reports
- Time and Effort Reporting Form
- Recordkeeping Checklist

EVALUATION

- Program evaluation (*coming soon*)
- Using a third-party external evaluator
- Sample language for NSF proposal
- Procurement rules

REQUEST REIMBURSEMENT

- For cost-based reimbursement grants
- Cost Principles 2 CFR 200

GRANT AMENDMENTS

- If needed, coordinate with Program Officer (federal) or funder (non-federal)

AFTER THE GRANT

SUBMIT FINAL REPORTS

PUBLICATION AND DISSEMINATION OF RESULTS

- When applicable

CLOSEOUT ACTIVITIES

- Grant closeout checklist

RECORDS RETENTION

- Records retention (*coming soon*)
- Checklist (*coming soon*)

ANNUAL YC AUDIT

- Large grants are more likely to get audited
- YC Annual Comprehensive Financial Report (ACFR)

INSTITUTIONALIZE?

- Should the institution incorporate this activity into future YC budgets?

REAPPLY?

- If this same grant recurs, should we apply again in the future?