What function does the Resource Development Office serve?
The Resource Development Office (RDO) was established to assist the College as it pursues funding opportunities available through federal, state and foundation funding sources. It is an organization-wide point of contact for funding research and the preparation of grant proposals. The role of this office is to:

1) Research appropriate funding opportunities
2) Assist in the development and writing of grant proposals
3) Review proposals written by other departments, upon request
4) Offer training and technical assistance in proposal writing
5) Provide oversight and grants management including reporting for and monitoring funded grant projects

Can you help me find funding through a grant source?
The RDO is available to research new funding sources. The first step in the grant writing process at Valencia is to complete a Project Idea Worksheet. After completing the worksheet and submitting it to grantsadmin@valenciacollege.edu, a RDO staff member will contact you to discuss your project idea and possible funding sources.

How can I find funding sources for my project?
One comprehensive repository of federal funding opportunities is grants.gov, or you can visit specific funding agency websites, such as the National Science Foundation or the Edyth Bush Foundation, as two examples. The internet has a wealth of information on funding sources, while professional newsletters or email list serves you may already subscribe to often have new information on funding opportunities specific to your discipline or field. Further, RDO staff can help you find funding sources.

I have found a funding source, now what do I do?
First, check with your supervisor to gain their approval and support for your project idea, and then contact the RDO. When you complete the Project Idea Worksheet there is an area to provide information on the funding source you have found, or you can contact RDO staff directly to discuss your project idea.

How do I submit an idea for a grant project?
If you have a solid project idea, visit with your immediate supervisor to see if it is something they and the college will support. Complete the Project Idea Worksheet and submit it to the RDO at grantsadmin@valenciacollege.edu. A staff member will contact you regarding the project once we receive your worksheet. Meanwhile review the Valencia College Grant Proposal Development Guide which provides detailed information on the process of developing and submitting a grant at Valencia.

When do I need to have a final draft of the proposal to the Resource Development Office?
E-grant submission is an electronic submission of the proposal. A final draft, including all appendices material must be received seven working days prior to due date. Grant proposals will be edited and submitted early if possible. This will allow time for system failures. Paper submission requires making copies, editing and mailing. A final draft including all appendices, letters of support, and other materials must be received ten working days prior to due date.
date. This will allow the Resource Development Office ample time to edit, collect appropriate signatures, make copies and submit the proposal.

The RDO is the point of contact for all College grant-seeking efforts, and they must assist you throughout the proposal development process. During this collaborative development process, a RDO staff member will provide a timeline with specific dates you can refer to in order to ensure you meet all deadlines necessary to submit on-time. If you cannot meet these deadlines, please call the Resource Development Office immediately.

What role will I play in the development process?
You will take a very active role in the development of the proposal as you are the content expert and you know your work and your department the best. You will be responsible for submitting the Project Idea Worksheet for processing. Once the project is approved by the approving administrators, a project team will be assigned to your project to further develop the project, write the proposal, and find funding sources. It is imperative that you receive permission from your supervisor prior to development. The Resource Development Office staff will review, edit and propose improvements to strengthen the proposal. The Resource Development Office will submit the final proposal to the funding source.

What is the difference between Goals, Outcome Objectives, and Process Objectives?
Goals are the large statements of what you hope to accomplish. They are not measurable. They create the setting for what you are proposing.
Outcome Objectives: Measure program effectiveness or what is the change in the problem.
Process Objectives: What will the organization do that is measurable for the methods/activities? These measure the steps the organization is taking.

What happens when the project is funded?
Congratulations! As soon as notification is received, the Resource Development Office will notify the appropriate departments of the award and will coordinate the award letter processing. You will be invited to attend an individual project manager meeting as well as be invited to project managers meeting that are held throughout the year. You will be given a folder with information you will need for the management of your project.

Is it necessary to work with the Resource Development (RD) office in order to submit a grant proposal?
Yes, the RDO is the point of contact for all College grant-seeking efforts, to evaluate grant ideas and funding opportunities, to assess the likelihood of success, to coordinate proposal development, and to ensure administrative staff approval for grants is obtained. In addition, RD Office staff has specific expertise that will increase the competitiveness of grant proposals. Staff has experience composing federal, state and private foundation grant proposals, and brings as much enthusiasm to crafting a million dollar proposal as they do to a thousand dollar one. Finally, many college staff have remarked how working with the RD office made the process easier and resulted in a better finished product they felt confident submitting for funding.

I have an idea for a grant, what do I do now?
Start by reviewing the Project Idea Process Flowchart. This will give you a good idea of Valencia’s process for developing and approving grants. Whether your idea is in response to a specific grant announcement or request for proposals (RFP) or whether it is a new idea still under development, complete the Project Idea Worksheet and submit to the following email address.
Once assigned, a RDO staff member will contact you to discuss your project idea and grant development needs.

**Why is the grants process so complex?**
A grant is an obligation and commitment by the College, so due diligence is needed to ensure that appropriate individuals are aware of and approve of a grant before it is developed and submitted to the funder. A number of issues are considered during the approval process, including the likelihood of funding, ability to charge indirect costs, alignment with the College’s strategic goals, availability of matching funds, and requirements to continue the project after the funding ends. (See the Grant Project Idea Process flowchart). Following this process helps to ensure that you don’t spend a lot of time developing a grant proposal that is not internally approved or submitted. There are times when the grants process can be expedited; however, this is the exception rather than the rule.

**I just found out about a grant that is due in a few weeks. Can we submit a proposal?**
Call the RDO immediately to discuss the grant opportunity. Some grants are simpler to develop and the process may be expedited. However, a large federal grant usually requires months of planning and development in order to produce a competitive proposal. Once again, approvals are needed and that time frame may be unrealistic.

**Can I write my own grant proposal?**
You may as a content expert author write most of the proposal; however, you will strengthen your proposal by working with RDO staff and using their knowledge of funding sources and language that will help sell the proposal. The RDO staff also has many data sources that you may find helpful. All grant proposals are submitted through the RDO.

**My department has been asked to partner on a grant proposal submitted by another agency and/or to provide a letter of support for another agency’s grant. Do I need to contact the RDO?**
Yes, all grant related items are processed through the RDO. If you’ve been asked to partner on a grant or provide a letter of support/commitment, please contact the RDO staff immediately for assistance. Be prepared to answer questions regarding the level of involvement by individuals or the College. Please do not commit the College to any activity without checking with your Supervisor/Dean. Working with you and your supervisor/dean, the RDO staff will process and provide examples for the partnership letter or proposal.

**How long does it take to learn about whether a grant has been accepted for funding?**
It depends on the funder, but a federal grant can take as long as six months to learn about an award.

**Grant Management**

**I've been named as project director for a new grant, now what?**
Once an award notice from a funder is received by the College, an initial grants management meeting will be scheduled. Members of the project staff, grant finance and RDO will be in attendance. During this meeting the highlights of the grant- including the objectives, reporting and budget requirements, activity implementation, and College grant management protocol will be reviewed. The goal of this first meeting is to clearly define the responsibilities and expectations (of both the funder and the College) associated with the management of the grant.
The RDO is committed to support each project director in their efforts to achieve the goals and objectives and you should feel free to call upon us for assistance.

What is the single most important thing I should do as a new project director?
Be familiar with your approved grant. Your grant is your blueprint of what you should do, when it needs to be done, who is responsible for it, and what you should accomplish. You will need to refer to it often so read and highlight areas that you will need to pay attention to.

How do I know what is allowable under a grant?
Every grant program has a unique set of requirements and regulations. The best place to get started is to look at the original RFP and grant. If the grant does not clearly state that you can do or purchase something, don’t assume it is allowable before you check with the RDO or Finance office. Remember just because it’s a grant, it doesn’t mean that it is exempt from the College policies and procedures.

How should I respond to a funder asking for information about my grant?
Before you respond to any inquiry please contact the RDO or the Grants Accounting office. We can often help “decode” what the funder wants and help to draft a response.

Is a grant budget different from a College budget?
In most cases the answer is yes. Most grant budgets come with very specific regulations that may restrict the transfers between budget categories, prohibit the purchase of certain goods, or services, and limit the specific timeframe when the funds are available. In many cases, modifications to the originally approved budget requires prior approval from the funder. This approval process (coordinated by the RDO) can be very detailed and may require several months to attain. Please always consult with the RDO and the Grants Finance office when you have restrictions that require prior approval.

What are the reporting requirements related to my grant?
Because every grant program is different, funders will have different reporting requirements. However, the reporting process for all grants is coordinated and submitted by the College. Grant accounting will process and submit all financial reports. Program reporting is coordinated by the RDO. Normally, project directors submit a draft report to the RDO two weeks prior to the due date. The RDO will then submit the report for an internal review process which includes approval from the administrator(s) responsible for the grant, and if required, will then obtain the signature of the President. The report is then submitted by the RDO on behalf of the College.