THE SESWPS GRANT PROCESS: From Idea to Submission

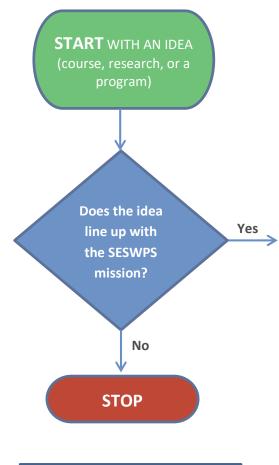**Faculty/Staff**

Grant Support Coordinator

START WITH AN IDEA (course, research, or a program)

Does the idea line up with the SESWPS mission?

Yes →

No ↓

STOP

Write a Concept Paper (5 page limit)

- **Who**
  - Investigator(s)/Organization(s)/Institution(s)
  - Will benefit – Needs assessment
  - Will implement the idea – personnel
- **What**
  Describe the project in as much detail as possible, including how you will evaluate project success.
- **When**
  Clearly present the timeline for the project and when you will need funding.
- **Where**
  Create a basic budget to indicate where funds will be spent.
- **Why**
  Tell the compelling story that makes the significance of the project clear. Tie the needs assessment to the benefits to the recipients to show positive, and if possible, sustained impact.

Submit your concept paper to the Grant Support Coordinator by e-mail and request assistance finding a funding source.

Conduct the search for funding source(s).

Contact the Concept Paper authors to notify them of funding source(s) and schedule an initial grant meeting.

Attendees
- **Author & Co-Authors**
- **Grant Support Coordinator**

Write the Grant Proposal

- **Prepare the proposal according to funder's guidelines.**
- **Secure partnerships as necessary**
- **Solicit assistance with budget/justification from the Grant Support Coordinator as needed.**

Submit documents for PeopleSoft pages preparation to Grants Support Coordinator
1. **Project budget & Abstract**
2. **Grant Proposal Info Sheet**
3. **CITI Training Certificate(s)**
4. **UMKC Financial Disclosure Form(s)**

Provide continuous support and monitor progress through to completion of the proposal.

Prepare PeopleSoft Routing Sheets, secure SESWPS signatures, & forward to ORS

Execute the electronic upload of the proposal and notify ORS when ready for submission.

ORS will review, sign, & submit the proposal to the funder electronically.