Coordinating the Application Writing Process

To help organise and time the funding application process

BEFORE YOU START

➔ Familiarise yourself carefully with the **funding requirements** and the funding application form. This includes attending information events about the particular funding opportunity or call.

➔ Double check the **eligibility criteria** of the funder before starting the coordination process.

➔ Care needs to be taken to check with your organisation and the partner organisations whether the **submission deadline** is achievable.

➔ Make sure that the project has acquired all the **necessary approvals** and ring-fenced budget allocations from senior decision makers of all organisations involved in supporting your project.

Many funding applications, particularly for larger projects, are complex and require a multi-skilled team.

This task assists you in thinking through the organisation of a relevant coordination team.
You can find below an example of how an organisation has described the skills of a **grants coordinator**. It provides an overview of the complexities of this type of job and emphasises the relevance of this role.

WHAT FOR ?

> To think through of what is involved when coordinating the writing of a funding application and how to organise this process.

> **Tools useful to support this exercise**:

- 2/2 - Defining the Strategy Timeline
- URBACT Self-Assessment Tool

HOW TO USE IT ?

Step 1 Appoint coordinator: Use the table below and check your in-house skills in line with the example job description. Delegate a member of staff who has these skills to be the dedicated coordinator of the application writing process.

Step 2 Time the process: Develop a Gantt Chart (you can refer to the **stop 2/2** to do so) in line with the application requirements and deadlines.

Step 3 Organise your team: Put together an experienced writing team covering all the sections of the application. Ensure that each writer has sufficient time for this task and that this is approved by their seniors.

Step 4 Coordinate your team: Organise a meeting schedule for the writers team. Ensure that each writer has a complete understanding of the planned project. Ensure the writers are updated regularly of any changes or developments.

Step 5 Stay in touch with funder: Inform the funder that your organisation/partnership is planning to submit an application and stay in touch with the funder if required

Position Classification Description / Grants Coordinator

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Summary

Coordinates the pre-award planning, organization, and preparation, and the post-award administration of various grants assigned to one or more research and/or clinical departments of the university. Interacts with investigators and administrative staff to ensure that grants are in compliance with regulatory, funding agency, and policy requirements. Provides guidance and support to investigators in the identification and development of grant opportunities.

Duties and Responsibilities

1. Coordinates the planning and preparation of grant proposals for one or more departments; provides guidance and assistance to investigators in the interpretation of funding agency regulations and requirements.

2. Serves as a liaison between investigators, granting agencies, and the HSC Controllers office in the budgeting and preparation of grant proposals; researches agency and HSC requirements and compiles and prepares comprehensive budget justifications for investigators;

3. Prepares and compiles all components of each grant submission, ensuring that the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.

4. Advises and/or assists as appropriate in the design, formatting and preparation of grant documentation, to include creation of computerized statistical summaries and/or graphics.

5. Develops and maintains specialized databases and systems for recording and tracking grant proposals, awards, and related statistical information; creates and distributes standard and special reports, studies, summaries, and analyses, as required.

6. Develops and maintains a library of reference documentation, including such information as funding agency requirements and forms, investigator profiles and curriculum vitae, abstracts and reference literature, and other pertinent material.

7. Provides advice and guidance to researchers on the application of grant funding policies, regulations, and procedures; facilitates and supports the research and identification of funding opportunities on behalf of investigators, as appropriate.

8. Monitors and coordinates the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed; manages administrative problems and/or budget changes occurring during the awarded granting period.

9. Maintains knowledge of grant funding policies, regulations, and procedures; disseminates and/or presents changes to departments and advises on the implementation of changes and on the impact of changes on funded operations.

10. Performs miscellaneous job-related duties as assigned.

Minimum Job Requirements

- High school diploma or GED; at least 4 years of experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

Knowledge, Skills and Abilities Required

- Ability to develop and produce grants and other proposals.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of current developments/trends in area of expertise.
- Ability to determine informational needs, to collect and analyze information, and to devise and develop statistical analyses and reports.
- Skill in the use of personal computers and related software applications.
- Database management skills.
- Skill in organizing resources and establishing priorities.
- Ability to analyse and interpret financial data and prepare financial reports, statements and/or projections.
- Ability to provide technical advice and information to faculty and staff in area of expertise.
- Ability to make administrative/procedural decisions and judgments.
- Knowledge of grant funding policies and procedures and applicable local, state, federal and university regulations.
- Knowledge of federal, state and/or community funding sources and mechanisms.
- Knowledge of budgeting and fiscal management principles and procedures.
- Ability to conduct literature searches.
- Knowledge of potential sources of health care contract and grant funding.

Distinguishing Characteristics

Position requires: a) direct interaction with research investigators, funding agencies, and controller's office in the administrative aspects of budgeting and preparation of grant proposals; b) compilation and production of integrated grant submissions in accordance with funding agency requirements; c) development and maintenance of specialized files and databases for tracking and reference purposes; d) provision of advice and interpretation to investigators in the application of general and specific funding policies, regulations, and requirements; e) post-award monitoring of grants administration for adherence to regulations and agency requirements