<div align="center">**COE Grant Process**</div>

The College of Education has invested in a Grants Team to help you through the grant funding process. This document outlines the steps involved in seeking and applying for grants within the COE.

COE Grant Team

Ryan Brown, Associate Dean for Research, Faculty Development, Outreach and Innovation
Jennifer Dodson, Dean's Office Support and Special Projects Coordinator
Tracy Berner, COE Grant Budget Specialist

Where to start?

If you already have a specific grant in mind or a project that requires funding:

- Complete the COE Grant Proposal Information Form

If you have an idea for a project but have not located a specific grant:

- Contact Ryan Brown at rbrown@ilstu.edu or 438-3964, and he will set up a meeting to discuss your project idea.

Once you've identified your grant:

The Grant Team will review the grant guidelines and set up an initial meeting with you as the Principal Investigator (PI). In the initial meeting, we will discuss the general description of the grant, limitations, initial budget considerations, buyouts/course releases, technology needs, partners, and criteria required. A timeline will be developed based on the specifics of the grant and internal ISU policies.

Throughout the grant-writing process, you (the PI) will be responsible for:

- Thoroughly reviewing the grant guidelines
- Writing and editing the grant narrative and/or scope of work
- Preparing and editing the initial budget and budget narrative
- Completing any additional forms required by the funding agency
- Maintaining the established timeline
- Reviewing all final documents once uploaded to Cayuse and/or the funding agency's website
- Routing the Cayuse record for internal approvals

Members of the Grants Team will be responsible for:

- Setting up the grant record in Cayuse (the University system used to track and submit grants)
- Creating an account with the funding agency, if needed
- Reviewing budget documents, including confirming salary and fringe benefits information.
- Working with the PI to complete any forms that are required by the funding agency.
- Communicating with partner or sponsor organizations (if ISU is a subawardee) regarding needed documents, if necessary.
- Providing a final review of all documents to be submitted
- Working with the PI to upload all final documents to Cayuse and/or the sponsor's website
- Facilitating the submission of the final grant (possibly in conjunction with the Office of Research and Sponsored Programs)

The goal of the COE Grant Process is to streamline and support the pursuit of grant funding for projects within the College of Education. For any questions or assistance, feel free to contact Ryan Brown (rbrown@ilstu.edu).