

**Pfeiffer University
Grants Policy and Procedures**



Pfeiffer University



Pfeiffer University
Grants Policy and Procedures
January 2014; Revised November 2020

When developing a project idea, writing a proposal or implementing a funded project often questions arise about processes, procedures, best practices, and/or how to locate institutional information needed to prepare a proposal, budget report. All pre- and postaward questions can be directed to the Grant Writer in the Office of Institutional Development.



Pfeiffer University
Grants Policy and Procedures
January 2014; Revised November 2020

- Post-Award Phase Provide assistance with contract negotiations, security reviewer comments, facilitating site visits, grant and project management, budget amendments, cost extensions and other contractual changes, compliance and progress/financial reporting.
- Document all pre and post award granting activity (foundation & corporate only) in The Raiser's Edge the University's customer relationship management (CRM) software; maintain a log of federal and state granting activity.
- Plan and/or conduct training and provide resources on pre and post award functions.
- Plan to maintain a grants webpage to provide resources, forms, templates, links to ongoing entities, training materials, and highlights of funded projects.

Note It is important that the Office of Institutional Advancement and Project Directors/Principal Investigators work together to maintain a current record of granting activity







