

Sinclair Community College Grants Development Office

Mission: *The Sinclair Grants Office helps Sinclair faculty and staff turn dreams into projects and fundable proposals that support the College mission.*

Ideation Services

Develop Annual Agenda	Research Funding Needs	Compression Planning® with Storyboarding	Interpret Agency Regulations	Stay Current on Proposal Writing Trends	Provide Grant Development Training	Research/ Contact Funders
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Pre-award Services

Facilitate Planning Sessions	Develop Projects	Liaison With Sinclair Foundation	Obtain Approval of Project Ideas	Write Institutional Proposals	Edit Departmental Proposals	Create Project Budgets
	Manage Internal Sign-off Process	Submit Proposals	Build Sustainability In Projects	Maintain Web Page	Maintain Record-keeping Database	

Post-award Services

Develop/review Contracts	Manage Approval of Contracts	Liaison With Program Officers	Coordinate Site Visits	Troubleshoot Projects	Process Budget Revisions	Provide Directors' Orientation Materials
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Compliance Services

Research Misconduct Compliance	Financial Conflict of Interest Compliance	Liaison with Sinclair IRB
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