

External Application Procedure



Faculty and staff members are responsible for writing and submitting external grant proposals in partnership with the Office of Grants and Foundation Relations (GFR). All external grant applications require institutional approval before submission.

Please follow these procedures:

1. Identify funding opportunities independently or with the assistance of the Office of Grants and Foundation Relations and then notify the Dean of Faculty and the Department Chair(s) of the intended grant.
2. After receiving approval** from the Dean of Faculty to proceed, work with the Director of Grants and Foundation Relations to develop and submit the grant proposal. The Director of GFR will ensure that the grant is consistent with Ripon College's strategic priorities and will not conflict with other grants in development or post-award status. The GFR Director could also provide the institution data management plan template to be supplemented by the grant-specific plan or advise connections that can be made for data gathering.
3. A Directory will be created in the Grants Office Shared Google Drive for an intended grant. Please save the submitted application and any required approval documentation in the folder. Should the grant be awarded, business and finance department personnel will also have access to the folder.
4. If the grant application is funded, save the award letter, including all funding amounts and details, in the shared folder, allowing the Finance Department to distribute funding.
5. The Principal Investigators (PI) of awarded grants will be responsible for monitoring and reporting to the granting agencies. These report submissions will be saved to the shared file, ensuring grant compliance and thorough record-keeping, a testament to our institution's commitment to transparency and accountability.

** It is the responsibility of the grant writer to ensure the required approval is obtained before submission.

** If the application requires IRB or IACUC approval, the grant writer is responsible for ensuring approval before submission.