

Grant Funding: Working with Office of Sponsored Programs (OSPR) and Office of Advancement through the Fort Lewis College Foundation (FLCF)

In most cases, Faculty and Staff will be able to navigate the best way to submit proposals for external funding based on the guidelines set by the funder. Most proposals for support to Fort Lewis College should pass through the review and approval process of OSPR. Where there is a requirement to submit through a Foundation (as a 501c3 organization), or the grant opportunity is philanthropic and charitable in intent, the Office of Advancement can support the submission through the FLCF.

How to work with OSPR:

Please give OSPR advance notice of intent to submit proposals as soon as you can. At an early stage, OSPR can help interpret eligibility and proposal requirements, including budgets and authorizations required. OSPR will set up awards and help you manage your projects throughout their lifetime. For an overview of the proposal process and contacts please review the [OSPR webpage](#).

How to work with the Office of Advancement and the FLCF:

The Office of Advancement supports requests for philanthropic grant support through their Corporate and Foundation Relations (CFR) program. CFR provides support services for all charitable support applications to corporations, foundations, and organizations. Please notify Andreas Tischhauser, Senior Gift Officer, Corporate and Foundation Relations, Office of Advancement at the earliest stages of proposal interest and development to allow for adequate lead time and support including budget review, supporting documentation, intensive proposal review and comment; grant writing as needed; proposal submission; and report reminders. Please also confirm with your division or department leader to confirm your request is a priority.

OSPR and Office of Advancement through the FLCF collaboration:

CFR and OSPR staff work together to support charitable support proposals. OSPR staff will notify CFR of any upcoming charitable grant applications as soon as possible and direct PIs to CFR for support in submitting their proposal (as outlined above). Similarly, CFR staff works in coordination in preparing proposals and notifying OSPR for review and approvals for those applications that will eventually be administered by OSPR upon award.

On several projects OSPR and FLCF will work together to jointly develop proposals and manage awards.

A brief illustration of how services are commonly allocated and how we work together:

Perspectives	OSPR	FLCF and OSPR	FLCF
Definition	Specific grants or contracts agreements with a statement of work, reporting and other deliverables. Adjustments are often restricted.	Agreements are likely to involve a specific purpose with minimal expectations and limited reporting	Gifts or donations may come in different forms with philanthropic purpose. No goods or services are implied.
Funds are Directed To	Fort Lewis College	Foundation may distribute to College directly or through OSPR	Foundation, which will distribute to College
Type of Funder	Usually established research funding organizations Federal, Private or State-based with established programs and guidelines	Usually national or state-based non-profits, foundations, or corporations/ organizations	Usually a philanthropic organization or system, but may include individuals, trusts, , private or corporate foundations
Current Funder Examples	NSF, NIH, DOD, Dept of Education, NEH, NEA, USDA, NPS, EDA, Colorado State Departments, Industry, Mellon Foundation.	Colorado Health Foundation, Rocky Mountain Health Foundation, Gill Foundation	Sitter, Schlessman, Bradley and Busby Families; Corporate Giving Programs.
Types of Support Given to Awardees	Usually for very specific research or education projects against a proposed detailed budget.	Financial support to many kinds of projects including construction, refurbishment, research, education, scholarships, strategic development, stipends and major initiatives.	Financial support to many kinds of projects including construction, refurbishment, research, education, scholarships, strategic development, and major initiatives.
Funder Terms and Conditions and Typical Agreements	Detailed requirements for proposals and grant management. At least annual detailed technical and financial reports. Closeout process. External project audits are possible. Penalties can be incurred by individuals and institutions for non-compliance. Intellectual Property Rights usually remain with the University – but negotiations will be required with industry sponsors.	Minimal expectations and limited reporting, though stewardship or impact reporting may be detailed. Intellectual Property Rights usually remain with the University. Limited agreement detail. Intellectual Property Rights remain with the College.	May be given ‘no strings attached’ or with limited reporting or deliverables. Limited agreement detail.
Types of Relationship	Usually, limited relationships as defined by guidelines and agreements, but developing	More collaborative projects with closer joint preparation	Often a more personal collaboration, with alignment of objectives

	lines of communication with program officers is highly beneficial. Some sponsors require cooperative projects with considerable involvement.	initially to align objectives. Single proposals from the organization may need to be coordinated to avoid overlap.	of both organizations, or with an individual, over time, and intentional relationship efforts at a strategic level.
Advance Notice of Opportunity	Federal and foundation sponsors often announce up to 3 months in advance of deadline, usually established deadlines on an annual basis, or specific calls. Industry contracts are usually negotiated.	Often unique efforts to initiate funding proposals – some may be competitive	Often unique efforts to initiate funding proposals – some may be competitive
Format	Almost always very specific, multiple forms required for administrative, budget, and technical details – requires a lot of interpretation, preparation, and detailed project management.	Likely to be a more collaborative effort to craft an agreed proposal.	Usually more of a free format, presenting a case or request for funding.
Counted toward Philanthropic Fundraising	No	Depends on specific case	Yes
Process	Contact OSPR and work within Cayuse to follow required formats, obtain authorizations, and submit. Cayuse is also used as a bridge to financial management of awards.	Engage with Office of Advancement and work collaboratively on developing proposals. OSPR input at specific stages.	Engage with Office of Advancement and work collaboratively on developing proposals

