How to Fund and Run Grant Sponsored Projects:
A 10 point, high impact grants training series

-- Sessions are held on Wednesdays and Thursdays, 2-3:30 pm –
in Wellesley and Framingham
*unless otherwise indicated


There are several important steps to be undertaken before writing a grant proposal. One needs to understand the institutional process for pursuing grant sponsorships. You should have a clear sense of who your funder(s) might be. In this session, we’ll go over MassBay’s internal procedures for seeking grants and introduce you to several sources for identifying grant support. In addition, we will detail a sequenced proposal development plan from concept to submission.

Pt. 2 – Pre-Proposal: Stating the Need through Data and Logic Models  Dec 4* – WEL Conf B

Writing a compelling needs statement can be the difference in a winning proposal. What is the issue to be addressed, the gap to be filled, or the problem that requires an innovative solution? This session will focus on assessing and describing the need through data and other credible sources available in the college, the community, and at-large. We will then examine using logic models to convincingly tie need to the proposed project’s purpose.

Pt. 3 – Proposal Development I  Feb 26 – FRA Conf 322
March 5 – WEL Conf B

This session will focus on deciphering request for proposals (RFPs); writing letters of inquiry (LOIs) and concept papers; understanding the difference between goals, objectives, and outcomes; and an overview of core proposal components and suggested ways to address them. Information presented in this session will be applicable to both government and private sponsors.

Pt. 4 – Proposal Development II  March 26 – WEL Conf B
April 2 – FRA Conf 322

This session will look closely at project methods, how to describe and justify them; creating timelines of project activities; and condensing the proposal into an abstract or summary. In addition, we’ll discuss needed skills and competencies for a project and how they are realized through project staff, consultants, subcontractors, and partners. This session is especially applicable to those pursuing government grants.

MassBay Grants Development Office: Laura Brown, Director of Grants Development

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Pt. 5 – Budgeting

A budget can express a project’s credibility and value to a funder. As such, it’s important to develop realistic budgets that will allow you to carry out the project but not appear wasteful. We will go over direct costs, indirect costs, allowable costs, budget narratives, et al. Also, we’ll specifically review MassBay’s internal budgeting procedures.

Pt. 6 – Assessments and Reporting

How do you build process assessments into your project design? What are the right tools to gauge your project’s effectiveness or to signal that changes should be made? In this session, we’ll consider the options for assessment and MassBay resources available to assist with the process. We’ll also discuss the grant director’s responsibility to provide accurate and timely reports to funders and other stakeholders.

Pt. 7 – Post-Award: Project Set Up

Following the receipt of an award, there are several things that a Principal Investigator (PI) or grant director should do. In this session, we’ll cover MassBay’s post award procedures, which include reviewing and making any adjustments to the budget, setting up the project’s budget account, making hiring arrangements through HR, arranging memorandum of understanding (MOU) with subcontractors and partners, and determining reports schedule and responsibilities, et.al. We will also discuss the relevance of having a publicity plan for your project.

Pt. 8 – Project Management

This session will focus on best practices for running an efficient and effective grant project. Monitoring the project timeline, using time and effort forms, working with collaborators, meetings and reports, procurements, record keeping, monitoring the budget, and how to get a project back on track when it seemingly derails in order to meet your outcomes.

Pt. 9 – Closing Out

When a grant nears its end, there are several key areas that need to be addressed to ensure a successful close out, including its budget, personnel, procurements, documentation, and final reports. In this session we’ll create and examine a timeline for closing out a sponsored project and discuss its significance for future funding.

Pt. 10 – Grants @ MassBay from Q to A

This will be a fast-paced session about seeking grants, developing proposals, winning awards, and running grant funded projects. Current and former project directors at MassBay will offer their insights on the benefits of grants funding and the challenges faced. There will be time for lively Q & A.

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