

FOUNDATION RELATIONS

Receiving a Foundation Grant



Colorado State University

Congratulations on receiving a foundation grant! After getting the award agreement signed and accounting set up, your focus should be on running a successful project, reporting to the sponsor, and planning for the future. Your partners in research administration and Advancement are here to help.

What Happens Next?

1) Setting Up Your Grant

- *Signing Grant Agreements:* Do NOT sign and return a grant agreement yourself. Typically, either [Sponsored Programs](#) (OSP) or the CSU Foundation (CSUF) will be the signer for award paperwork. If you receive award paperwork directly, please pass it along to us.
- *Transaction Determination:* When an award comes in from a private foundation, it is subjected to a review to determine how it will be managed internally. Some are received by CSUF. Others are received by CSU and managed by OSP. Others still are received by the CSUF and managed by OSP.
- *Account Setup:* If your award will be managed by OSP, work with them to get your approved budget set up in Quali. If your award won't be managed by OSP, you will need to work with your department financial officer to keep track of your expenditures and invoice the CSUF accordingly. Work with your unit's development officers to set up a CSUF gift account, if necessary.

2) Managing Your Grant & Communicating with the Funder

- *Reporting Deadlines:* Make note of all reporting deadlines. PIs are responsible for preparing report narratives. OSP staff can help with providing the financial data for required reports. For foundation reporting, Foundation Relations staff can help review narrative content for consistency.
- *Benchmarks & Payment Triggers:* Some grants require awardees to hit certain benchmarks and/or turn in progress reports or deliverables in order to trigger payment installments. Make note of these requirements and work toward them to ensure you receive your full award!

Can I Adjust the Budget?

Most grants come with an agreed-upon or approved budget. That said, funders are aware that things can change as a project progresses. Any significant deviation from the approved budget will most likely require prior approval through a funder-defined formal process. Work with Sponsored Programs and Foundation Relations if this situation arises.

Can I Get a Renewal or Extension?

Unexpected delays can happen when undertaking foundation-funded projects. Whether owing to hiring and logistics difficulties or unexpected roadblocks in the research itself, foundations are often willing to consider renewals or extensions for awards. Just like with budget adjustments, funders typically have formal procedures in place for requesting no-cost extensions. If you anticipate that you won't be able to meet the original award timeline, don't wait until the last minute to initiate the request—be proactive! Work with Foundation Relations and Sponsored Programs staff to facilitate these requests.

Post-Award Tips & Resources

Look to the Future: Delivering quality results and proactively reporting those are critical steps that will help you build your relationship with the funder. Doing so may lead to renewal funding for the current project. But it also pays to keep in mind that since foundations often plan at least five years out, you may be auditioning to be part of a future funding strategy without even knowing it!

Follow-on Funding: Success with one foundation can lead to success with other funders as well. Reach out to Foundation Relations to see if there are other foundation funders working in the same space that might be worth targeting. Likewise, reach out to the [Research Acceleration Office](#) to build a comprehensive grantseeking plan that can help grow your career—this can be especially beneficial for early career researchers.

Stewardship & Reporting: Most foundations will assign awardees a dedicated program officer. Build this relationship throughout your award tenure with proactive communication and by meeting deadlines. When writing reports, trace each goal back to what you said you'd do in your proposal—make it easy for the program officer to show your award was an effective investment. Help program officers be your advocate to the foundation decision makers!

Have More Questions? Reach Out to Foundation Relations!

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