

APPROVAL PROCESS: GRANTS **Less Than <** OR **Equal =** to \$50K

Approved by the Director of U.S. Programs, Ken Zimmerman

PREFERRED OPTION

Ken prefers submission of \$0 - \$50K grants to be on the same schedule as those grants requiring approval by the OSF President, Chris Stone. In this case, two dockets will be prepared: one docket of \$0 - \$50K grants for Ken's approval, and the second for grants above \$50K requiring Chris' approval. **Please follow the timeline in the 2013 USP docket schedule.**

ALTERNATIVE OPTION

Alternatively, \$0 - \$50K grants may be presented outside a current docket schedule. While these grants are presentable for "one-off" approvals as needed, staff is encouraged to coordinate and consolidate such grants, whenever possible.

NOTE

Copy Ken's Executive Assistant on all docket-related correspondence with Ken (i.e. scheduling, blurbs, write-ups)

Step 1: Create and Share Blurbs

- Create a blurb of the \$0 - \$50K grant to be recommended and email to your Grants Officer and the USP Director, Ken Zimmerman. Blurbs should provide a brief description of the recommended grant and context to help understand its relevance and/or urgency.
- You can use docket pipeline meetings as an opportunity to discuss any feedback Ken may have on your blurbs. If necessary, you may schedule additional blurb review meetings with Ken.
- Alternatively, Ken may contact you directly with questions about the blurb.

Step 2: Create Write-Up

- Once Ken approves the blurb, start preparing your write-up. Please refer to USP's *Write-Up Guidelines* when preparing Write-Ups.
- Cover memos are **NOT** expected for these grants. However, they may be included if deemed necessary to provide a rationale behind your grant recommendation and its relevance to programmatic strategy.

Step 3: Complete Foundation Connect Record

- Complete all required fields in the Foundation Connect proposal record.
- Upload the proposal and budget to the proposal record on Foundation Connect, then change the proposal record status to "Compliance Review."
- Send proposal to General Counsel for review if there are questions on lobbying or political activity.

Step 4: Submit Write-Up for Review

- When the write-up is ready, submit to Ken for review.
- Always copy Ken's Executive Assistant when emailing the write-up to Ken.
- Liase with Ken's Executive Assistant to schedule a meeting with Ken to review any comments or questions on the write-up.

Step 5: Finalize Compliance Review

- Check that Grants Management & Legal compliance review has been finalized. **Grant recommendations that have not passed compliance review cannot be included in a docket.**

Step 6: Prepare and Submit Docket

- Tweak the write-up based on Ken's feedback. Any substantive questions from Ken regarding this grant recommendation should have been cleared by this time.
- Prepare a docket on Foundation Connect, then submit to your Program Director and Ken for approval.
- **Docket Naming Convention:** *US Programs, Fund/Campaign Name* (no acronyms), *Submission Date*. For example: "*US Programs, Justice Fund, 5/12/2013*"
- Remember! Once you submit a docket for approval, it will be locked from further changes. Any additional edits that must be made after your docket is submitted, will require you to recall the docket, make the changes, and then resubmit.

Step 7: Docket Approval

- Your Program Director and Ken approve the docket on Foundation Connect.
- Any additional editorial comments from Ken on individual write-ups will be recorded on FC in the "Docket Record," under "Remarks" of the "Docket Write-Ups" subsection. Any additional comments to the overall docket will be recorded in the "Docket Record," "Approval History" subsection, under "Comments." The docket remains approved, allowing the grant to proceed. Staff must implement any editorial changes following approval.