

HCDC GRANT DEVELOPMENT PROCESSES

1. The Health Care Development Council meets annually to reevaluate their overall direction and set Funding Target Areas for the year.
2. Grant Writer works with HCDC members and experts at each institution to develop Project Profile worksheets to describe Projects of Interest.
3. Based on the Funding Target Areas and Projects of Interest, Grant Writer seeks funding opportunities through multiple avenues.
4. If necessary, Grant Writer creates a Funding Opportunity Announcement Summary Sheet to describe the opportunities.
5. Grant Writer presents potential funding opportunities to Council members at monthly HCDC meetings, using the Potential Funding Opportunity Announcements spreadsheet.
6. Council members discuss potential funding opportunities and their fit with the Funding Target areas and overall direction of the Council, then vote on whether or not to proceed.
7. If approved, Council members identify one of the three partner institutions to be the fiscal agent for the grant, and determine the Project Director.
8. Grant Writer assigns unique grant ID # to grant and enters it into data management system, Singularity and onto Funded and Pending Grants spreadsheet.
9. Grant Writer logs all projects approved (and even those that may be more appropriate at a later date) on the Master Grant Calendar.
10. Grant Writer follows internal approval processes for the identified fiscal agent.
 - a. If CSI (or if CSI has any role), present External Funding Request form to Administrative Council for approval, including selection of Project Director.
 - b. If St. Luke's Magic Valley or St. Luke's Jerome (or if St. Luke's has any role), present opportunity to Government Grants and Contracts Office for informal approval. Present selection of Project Director to Exec Team for approval.
11. If approved, Grant Writer notifies Project Director and distributes Project Director Roles and Responsibilities and other resources.
12. As necessary, Grant Writer forms a Grant Planning Team composed of experts from each institution and the community at large.
13. Grant Writer, Project Director, and Grant Planning Team work together to plan project.
14. Grant Writer drafts narrative, budget, and budget narrative.
15. Grant Writer meets with Grant Accountant and Legal Council to review budget and any legal issues, including supplanting, match, leverage, privacy, evaluation, and research policies.
16. Grant Writer emails drafts to Council for feedback at least one week prior to submission, along with other key parties (CSI Administration, Grant Accountant, Grant Planning Team, Project Director, etc.).
17. HCDC members and others provide timely and constructive feedback.
18. Grant Writer implements feedback and finalizes grant.
19. Grant Writer follows internal approval processes for identified fiscal agent.

- a. For CSI, gather signatures from key parties on Grant Submission form before submitting.
 - b. For St. Luke's Magic Valley or St. Luke's Jerome, submit Proposal Pre-Approval Routing form to Government Grants and Contracts Office at least one week prior to submission (Federal grants only).
20. Grant Writer submits final grant to Grants.gov at least two days before due date to avoid complications. (If submitting to a foundation through their own online system, allow two days. If mailing, allow one week.)
21. Grant Writer sends final application package to Council members, along with other key parties (CSI Administration, Grant Accountant, Grant Planning Team, Project Director, etc.).
22. Grant Writer packages and uploads final grant and all approval forms to Singularity.
23. Grant Writer updates tracking spreadsheets and HCDC website.