



Grant Pre-Award Project

Overall Project Vision

*Implementing a Pre-Award System for the Grant Office
to allow Rhode Island College's Grant Office to streamline the process of applying grants*

Overview	Objectives	Guiding Principles	
<p>Rhode Island College is planning to implement the Pre-Award Project FY2018~2019. Due to the complicated nature of applying grants during the Pre-Award phase, the new system will allow the Grant Office to streamline the application submission process., making sure that RIC's grant proposals meet the eligibility requirements</p>	<ul style="list-style-type: none"> • Install the Pre Award System • Complete the configuration of the Pre-Award System so that it integrates with RIC's existing PeopleSoft systems • Complete the training of RIC staff who will be using on the software • Design the Pre-Award System business process workflow for the Grant Office • Implement the Pre-Award business workflow for the Grant Office 	<ol style="list-style-type: none"> 1. Improve the efficiency for the Grant Office by implementing the Pre-Award System 2. Increase the number of grant applications from faculty members 3. Increase the number of grant applications submitted 4. Integrate the Pre Award System with the College's Administrative System 	
Sponsor Offices	Project Approach	Communications	Metrics
<ul style="list-style-type: none"> • Executive Sponsors • Provost/VPAA Office • VPSS Office • AVPIS Office • Project Manager • Pre Award Vendor • Grant Office • MIS • Business Owner • Grant Office 	<ul style="list-style-type: none"> • The Pre Award project is a FY18 project. • This project will be jointly managed by the Vedor, MIS and Grant Office • The new Pre-Award system, once implemented, will become an integrated part of Rhode Island College's administrative systems • This project plan follows the proven product/service life cycle 	<ul style="list-style-type: none"> • Will communicate to the appropriate teams: <ul style="list-style-type: none"> • Grant Office staff • Accounting Office staff (for Post-Award) • MIS Department staff • Provide training to all related staff • Develop and update RIC specific documentation • Project progress will be monitored using a Gantt Chart and shared among project team members 	<ul style="list-style-type: none"> • Grant Office <ul style="list-style-type: none"> • Increased number of grant applications received from RIC Faculty; • Increased number of grant applications submitted; • Increased number of grant applications approved.