Resource Development and Administration

The Resource Development and Administration (RDA) department includes grant development and grant management and compliance services. RDA assists faculty and staff in obtaining and managing grant funding to advance the mission, vision and strategic goals of Lone Star College. RDA’s mission is to support the development and management of programs designed to enhance student success and completion. RDA does not offer grants or scholarships directly to students; those services are provided by the Financial Aid Office.

Grant Development Services

RDA grant writers are available to assist in the grant development process from conceptualization to final proposal submission. The RDA grant writer serves as the process expert who coordinates with key individuals or a team of subject matter experts to develop the proposal. The process includes review of data to substantiate need for the project, development of project goals, objectives, and outcomes, and approval through the LSC Internal Approval Process.

Grant Management and Compliance Services

From the initial grant orientation meeting to the closeout report, staff members are there to ensure efficiency and effectiveness in the development and management of grants. RDA assists faculty and staff with programmatic grant management support throughout the life of the grant. Compliance analysts help program managers solve problems, interpret funding guidelines, prepare and submit post-award documents through the LSC Internal Approval Process, and provide feedback on reports.

Institutional Review Board

The RDA Office houses the Institutional Review Board (IRB). The IRB is a committee established to review and approve research protocols involving human subjects to ensure that research is conducted in accordance with federal, institutional, and ethical guidelines.

Grant Development/ Internal Review Process

1. **Stage One – Notice of Intent**
   The development of a grant proposal is initiated when a Notice of Interest (NOI) is approved by the president, vice chancellor, dean or director, and the project director. The LSC Notice of Interest (NOI) form is used to obtain formal approvals to begin developing a grant proposal.

2. **Stage Two – Timeline and Development**
   Together, the grant writer and the subject matter expert(s), hereafter known as the grant team, develop a detailed timeline using the Request for Proposal (RFP) requirements, internal deadlines, and the legal review process. The timeline will guide the working group so that all grant parameters are met within the stated deadline. The grant team then designs and drafts the proposal.

3. **Stage Three – Final Review**
   Once final copies of your grant documents have been prepared, the grant writing team and the initial signers of the NOI form have the opportunity to review and edit the proposal. This process is crucial, and enables each member of the team to ensure that project deliverables are attainable.

4. **Stage Four – Submission**
   A Submission and Approval (SAF) form must be signed before the proposal can begin the Internal Approval Process. Internal Review includes final review by RDA, the Office of General Counsel and the chancellor.

   The grant writer submits the proposal on behalf of your team after the chancellor signs it.

Questions? Want more info? LoneStar.edu/resource-development