Concord University extends its thanks to the vendors who have shown interest in our Grant-writing & Training project and submitted questions. Below is a list of answers to the questions we received. Duplicate questions have been eliminated.

1. **Due to the events surrounding COVID-19 and the Delta variant, and with offices being closed without safe access to printing capabilities. Will the committee consider approving potential vendors to submit e-mail copies of their proposal response rather than hardcopies mailed or delivered copies?**

    Proposals may not be emailed. However, they may be saved to a flash drive and mailed. Please ensure the pricing proposal is stored and sent in a separate flash drive from the proposal of services.

2. *RFP 4.2.1 Conduct an organizational analysis which assesses the institution's current grant portfolio*. **Can you provide clarification on the scope? Should the assessment focus on the institution's readiness and history with respect to submitting proposals and getting awards, or is the assessment to focus on analyzing the actual award portfolio and provide recommendations on diversifying the portfolio?**

    The assessment should focus on both the institution's readiness and history with respect to submitting proposals and getting awards and analyzing the actual award portfolio and providing recommendations on diversifying the portfolio.

3. *RFP 4.2.2 Create a 12-month opportunity matrix to identify future potential grant opportunities that align with the mission of their institution.* **Will we have access to leadership and faculty for interviews?**

    Interviews with leadership and faculty may be requested.

4. **RFP 4.2.3** *Invite Concord faculty and staff to participate in client-only webinars on grant competitions.* **Does this mean consultant-created webinars or does this mean consultant-facilitated NIH or NSF webinars?**

    This means consultant-created webinars.

5. *RFP 4.2.4 write three (3) grants across the lifetime of the one-year contract.* **Is the expectation that we are to write three proposals separate from the faculty webinar proposals that will be the end result of the workshop? What types of proposals are these (e.g., title iii, title v, scientific proposals, foundation proposals)?**

    These proposals mentioned in section 4.2.4 will be separate from the faculty development proposals. Concord will collaborate with the consultant to determine which grants would be appropriate and feasible to pursue for the three standalone proposals, which could be NSF, HERA, DOE, ARC, private foundation, etc.

6. **RFP indicates the Concord has $8,140,943 in grant "revenues". Is this grant awards or expenditures?**

   This figure represents the amount that we drew down in grant funds to cover grant-related expenditures and was taken directly from the institution's FY21 financial statements.

7. **What is the role of the Research Foundation with sponsored programs and funding?**

   The Concord University Research and Development Corporation is a 501(c)3 organization that supports grants and research initiatives of the University. Certain grants are required to funded to and managed by the University; other grants, like NSF grants, may be funded through the research corporation.

8. **How many current research-active faculty does Concord have, and how many do you consider non-research-active (presumably the audience for this workshop)?**

   Concord's has approximately 30 faculty and staff engaged in sponsored activity, including research and outreach projects. The non-research active audience for the workshop would include a pool of the remaining faculty and staff with interest in pursuing sponsored activity.

9. **Who are the primary sponsors at this time? Do you have institutional awards such as Title III or Title V?**

   Our largest grant funding source is the US Department of Education. We have Title III funding in addition to several TRiO programs, NSF grants, and US DHHS funding.

10. **Is grant-seeking and grant-getting part of the faculty Retention, Tenure and Promotion process?**

    No.

11. **May we get an organization chart for the research enterprise and office of sponsored programs (and if relevant, the research foundation)?**

    The organizational chart can be provided upon contract award.

12. **What is the ultimate definition of success at the end of the one year engagement? Just the workshop and three grants, or a fundamental shift in research enterprise and corresponding support from the administration (or something in between)?**

    The project will be considered successful if the involved faculty have developed fundable proposals and feel more empowered and well-equipped to pursue grant opportunities. Additionally, it will be considered successful if the university submits quality and

competitive applications. Thirdly, the university is trying to build a culture that promotes grant-writing and sponsored activity.