

## Sample Projects in Grants Management and Administration

**Job Number** 85, 120, 133, 136, 147, 149, 150, 151, 157, 159

**Job Title** Recovery Community Services Program

**Client** Health Services Research, Inc. for Center for Substance Abuse Treatment

**Project Description**

Support of RCSP grantees through program planning, conference design, writing, and workshop facilitation.

Under guidance from the project's Editor, created reports of annual grantee workshops of 2000, 2002, and 2003 and summaries of special meetings. Examples of topics of the special meetings are: Cultural Issues in Data and Information Gathering, Innovator's Meeting on Access to Recovery; Bibliography on Peer Services in Recovery Communities; Accomplishments of RCSP Grantees; Annual Grantee Directory; New Grantee Handbook.

**Job Number** 122

**Job Title** Customer Satisfaction Survey

**Client** Social and Health Services/ORC/Macro International for Center for Mental Health Services

**Project Description**

Interview school-based grant coordinators by telephone to determine how they are using contractor-provided technical assistance on communications, and what services would be most helpful in the future for the Safe Schools/Health Students projects.

**Job Number** 102, 114, 116, 125, 128, 141, 144

**Job Title** Recorder

**Client** IQ Solutions for the Health Care Services and Research Administration (HRSA)

**Project Description**

Took the official notes on discussions and decisions made during review panel meetings and conference calls to serve as the basis for the memos notifying applicants of reasons for award/non-award. Created reports as appropriate by grants management procedures for each program. Funding programs included: Division of Organ Transplantation, Bureau of Health Professions, Maternal and Child Health Bureau including Leadership Development Cooperative Agreement, Healthy Tomorrows, and Continuing Education and Development Distance Learning.

**Job Number** 145

**Job Title** Grant-writer

**Client** Calvert County Public Schools

**Project Description:** Scan for opportunities, communicate with supervisors, teachers, and administrators about potential funding programs, attend meetings and identify contacts for strategic partnerships, write grants, manage partnerships through the grant-writing process.

## **Price Project Management and Implementation**

## **Core Competencies**

**Job Number** 126

**Job Title:** SAMHSA State Capacity For Emergency Response Grants Grant Reviewer

**Client:** Sytel, Inc., for the Center for Substance Abuse Prevention

**Project Description:**

Member of Emergency Preparedness Grant Review panel by teleconference. Provided written comments and an oral presentation for each primary review application.

**Job Number** 38

**Job Title** Management Support: Providing TA to States on Limiting Tobacco Access to Minors and Compliance with the DHHS Synar Requirements

**Client** Birch & Davis Associates, Inc.

**Project Description**

Create a technical assistance (TA) component to respond to a Federal requirement added to a TA contract. Designed a TA component to complement existing system to address the requirement that states limit youth access to tobacco. Integrated the Tobacco TA system into the existing delivery mechanism.

**Job Number** 13

**Job Title** Community Partnership (CPG) Grant Close-Out Reports: Lessons Learned

**Client** The CDM Group for Center for Substance Abuse Prevention

**Project Description**

Summarize lessons learned from close-out reports of Community Partnership program grantees.