

Sample Projects in Grants Process

Job Number 145

Job Title Grant Writing

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 and sections of grants, provide technical assistance to educators and administrators.

Job Number 139

Job Title Grant Proposal Reviewer

Client IQ Solutions, Inc., for Center for Substance Abuse Prevention

Project Description

Provided written critique of grant based on program guidelines and identified potential areas for monitoring the Center for Substance Abuse Prevention Earmark.

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: 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. 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 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.

Price Project Management and Implementation

Core Competencies

Job Number Permanent Position

Job Title Public Health Advisor, Office for Substance Abuse Prevention, Division of Community Prevention and Training

Project Description

Served as Government Project Officer for 25 Community Partnership and Community Youth Activity Grants totaling over \$6 million per year. Recruited review panel members, observed grant panel reviews, negotiated budgets, conducted site visits and reviewed quarterly reports to monitor progress, processed documents required for continuation of funding.