



Stewarding Your Grant Award

As a principal investigator, you are well positioned to cultivate a strong relationship with the granting foundation, demonstrate the impact of their investment, and pave the way for future funding in support of your scholarship and research. With a team versed in private foundation grantmaking, the [Office of Foundation Relations](#) (OFR) developed the following grant stewardship guidelines as a resource for faculty engaging with these funders. Please [contact us](#) for support executing these stewardship activities.

Required Grant Stewardship Activities

Reporting: Effective stewardship begins with adherence to the required reporting activities outlined in the terms of your grant award. As the principal investigator, it is your responsibility to ensure that narrative and fiscal reports are complete and submitted on time.

Publicity Guidelines: The grant agreement typically includes publicity guidelines for how the foundation should be acknowledged in publications or media that reference funded activities.

Delays and Disruptions: If meeting the reporting requirements is impeded for any reason, it is important to engage with the foundation program officer associated with your grant as soon as possible to determine the best course forward. For example, the foundation may adjust the reporting deadline, or request abbreviated information on the original deadline.

If disruptions necessitate extending the grant term, please contact your Sponsored Program Officer and Director of Foundation Relations at least 45-60 days in advance to facilitate a request, if allowable per the agreement.

Recommended Grant Stewardship Activities

Express Gratitude: OFR partners with colleges and units to execute formal grant or payment acknowledgements by university and department leadership, but principal investigators are encouraged to extend a personal note of thanks to the foundation program officer when a grant is awarded or an installment payment is received.

Report Follow Up: Upon submitting required reporting, consider reaching out to the foundation program officer to answer any questions or share project updates not included in the report.

Share Expertise: Demonstrate the scope of your scholarship and research activities by sharing journal articles, white papers, conference proceedings, and other publications with the foundation program officer.

Event(s) of Interest: Invite foundation program officers to presentations, conferences, or workshops offered by Ohio State and partners that may be of interest. The event may be specific to your funded research or represent another area of interest for the foundation. If the event is in-person, partner with OFR to plan complimentary activities based on the foundation's investments across Ohio State.

Additional Stewardship Activities supported by the Office of Foundation Relations

Impact Summary: Typically, a one or two-page document featuring dynamic, accessible information and images that highlight a grant award's impact. Features programmatic accomplishments, key discoveries, and next steps. May be repurposed as a cultivation tool with other funders.





Campus/Site Visit: OFR coordinates visits from foundation leaders and program officers. Planned activities are informed by the foundation's range of investments across multiple areas of the university.

Leadership Engagement: Leveraging University leaders, as appropriate, to deepen the institution's relationship with the foundation, including written or in-person interactions.

