Agenda

- Introduction
- Requirements Gathering
- Configuration
- Demo
### Simons Foundation Growth

<table>
<thead>
<tr>
<th>Year</th>
<th>$33M grants paid</th>
<th>$77M grants payable</th>
<th>53 active awards</th>
<th>2 award types</th>
<th>31 institutions, 0 international</th>
<th>90 payments</th>
<th>112 deliverables</th>
<th>3 funding areas</th>
<th>1 competitive RFA</th>
<th>8 applications</th>
<th>1 grants management employee</th>
<th>$310M grants paid</th>
<th>$525M grants payable</th>
<th>2,750 active awards</th>
<th>141 award types</th>
<th>550 institutions, 28 international</th>
<th>2,400 payments</th>
<th>3,936 deliverables</th>
<th>13 funding divisions</th>
<th>25 competitive RFAs</th>
<th>2,392 applications</th>
<th>18 grants management employees</th>
</tr>
</thead>
</table>
Requirements for a new system

❖ Own our data
❖ Ability for staff to configure forms and workflows
❖ Robust permissions (role-based and field level permissions)
❖ Role-specific dashboards
❖ Flexible form design (deliverable web forms, application templates, etc.)
❖ Robust reporting and ability to track changes on all fields
❖ One pre- and post-award system
❖ Integration with our finance systems
Timeline

- **2015**: Search for new GMS Begins
- **2019**: Work on SAM Begins
  - SF selects SmartSimple as the new grants management system
- **2020 - 2022**: Applications Configured
- **July 2022**: SAM Launches First RFAs
  - First requests for applications go live
- **Summer/Fall 2023**: SAM Replaces pC
Requirements Gathering
Six stages of requirements gathering

1. Assigned roles & determined decision-making process

End Users:
1. Internal Stakeholders
   a. Grants staff
   b. Program staff
2. External Stakeholders
Six stages of requirements gathering

1. Assigned roles & determined decision-making process

2. Gathered and documented requirements
Six stages of requirements gathering

1. Assigned roles & determined decision-making process
2. Gathered and documented requirements
3. Streamlined requirements

Cut ~55%
From 75 workflows to 41 workflows

- Consistent approach for internal and external workflows
- Flexible internal and external review process
- Deprioritized fringe workflows
Six stages of requirements gathering

1. Assigned roles & determined decision-making process
2. Gathered and documented requirements
3. Streamlined requirements
4. Generated deliverables

Deliverables
- Identified integration points
- Identified over 25 system roles and designed over 10 unique dashboards
- Created over 200 form templates, with over 2000 system fields
- Defined data migration scope for 7 areas (e.g., application forms, review forms, institution, etc.)
Six stages of requirements gathering

1. Assigned roles & determined decision-making process
2. Gathered and documented requirements
3. Streamlined requirements
4. Generated deliverables
5. Acquired approval
6. Created Business Requirements Document (BRD)
Best practices in requirements gathering

❖ Dedicate time for requirements gathering
❖ Engage all stakeholder groups
❖ Develop a change management strategy
❖ Focus on ‘MVP’ for first release
❖ Scope migration objects as you are gathering requirements
❖ Engage vendor/developer in requirements gathering process
❖ Use vendor/developer templates
Configuration
Evolution of configuration - Lesson learned

Waterfall

Agile

- Analyze
- Design
- Plan
- Develop
- Test

- Discover
- Design

SIMONS FOUNDATION
Evolution of configuration - Successful approach
## Phased approach

<table>
<thead>
<tr>
<th>Releases</th>
<th>Functionality</th>
<th>Implementation timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Pre Award</strong>&lt;br&gt; 2&lt;br&gt;• Application submission&lt;br&gt;• Application review&lt;br&gt;• Application notifications&lt;br&gt;• Integrations (ORCID, PubMed, OpenAlex)</td>
<td>18 months</td>
</tr>
<tr>
<td>2</td>
<td><strong>Post Award</strong>&lt;br&gt; 4&lt;br&gt;• Award letters&lt;br&gt;• Deliverables&lt;br&gt;• Payments&lt;br&gt;• Integrations (finance, docusign)</td>
<td>14 months</td>
</tr>
</tbody>
</table>
Best practices in configuration

❖ Develop iteratively
❖ Outline requirements in user stories
❖ Reassess requirements
❖ Engage developers in the review of user stories
❖ Automate processes
❖ Do not over-engineer
❖ Communicate often with stakeholders on what will and will not be delivered
❖ Estimate more time than anticipated
05 Demo
Demo content

1 Institution profile
2 User profile
3 Application
4 Review process manager
5 Deliverable setting manager
6 WalkMe
Resources

Helpful Links/Tools

SAM:
sam.simonsfoundation.org

Instructional Videos:
simonsfoundation.org/funding-opportunities/sam-instructional-videos/

WalkMe:
Navigate to the Help Center Menu on the right hand side of SAM

Contact Information

Kori Smith, Deputy Director of Grants Management
ksmith@simonsfoundation.org