Applying for External Research Grants at Andrews University

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How We Can Help

❖ Finding appropriate foundations or grant funding agencies for your specific area of research.

❖ Sponsoring your attendance at a regional grant writing workshop specifically featuring the agency from which you are applying for funding, such as the National Science Foundation (NSF), or National Institutes of Health (NIH).

❖ Sponsoring your travel to the national office, or a regional location, to meet with the program director of the agency for your field.

❖ Compiling institutional materials required for the grant application.

❖ Reviewing and proofing the grant application prior to submission.

❖ Processing and recording grant income and expenses.

How We Can Help

❖ If you are interested in applying for a grant, but don't know where to begin OR if you know exactly what you need, but would like help with the process feel free to set up an appointment to discuss your options.

❖ Even if you know exactly what you are doing and would prefer to work on the application on your own, please let us know that you are applying and include our office in the application process.

❖ Email research@andrews.edu

Application Process for External Funding

❖ Step #1: Researcher decides to apply for grant

❖ Step #2: Researcher notifies our office of grant, due date, and any requirements from our office

❖ Step #3: Researcher prepares grant

❖ Step #4: Researcher submits grant to our office for review at least 2 days prior to the grant deadline/your personal deadline.

❖ Step #5: If necessary, our office submits the grant (this is the case for anything involving grants.gov) to the grantor. Otherwise the researcher may submit the grant.

Application Process for External Funding

❖ Step #6: Upon receipt of grant, the researcher notifies our office and supplies us with the award information (approved proposal and budget).

❖ Step #7: Our office works with Financial Records to set up an account for the external funds.

❖ Step #8: Our office works with the researcher to decide how any additional salary is handled.

❖ Step #9: Final reports for the external grant should be submitted to our office upon completion of the project.

Step #1a: Deciding to Apply

Things to think about before you begin:

❖ Are you and your team qualified to apply?

 ❖ If you have not done a lot of publishing and have not received small grants before, you may not be successful applying for a large grant. Start small and work your way up.

❖ Why is your project or research needed? What is the population that will be served by your research?

 ❖ This is important for identifying funding agencies. Consider using a seed grant to help figure this out.

❖ What do you need funding for?

 ❖ The type of funding you need will determine the kind of grant you apply for.

Step #1b: Finding Grants

❖ Grants.gov

❖ Foundationcenter.org

❖ Google

❖ http://www.andrews.edu/services/research/faculty_resources/external_grant_funding/index.html

❖ Government vs Private Funding:
http://literacy.kent.edu/Oasis/grants/publicVSprivate.html

Step #1b:Finding Grants

❖ Make sure that your project aligns with the specific interests of the grant agency.

❖ Look at previously funded applications.

  ❖ These can often be found on the grant website.

Step #2: Working with the Office of Research

Notify our office of the grant, due date, and any requirements from our office. After notifying our office of your intent to apply for a grant, you will want to collect the required institutional materials.

These may include, but are not limited to:

- IRS Determination Letter indicating 501(c) (3) tax-exempt status
- List of board of directors
- DUNS number
- Institutional letter of support

If you are working with collaborators, begin working on collecting these materials as soon as possible.

Step #3: Writing the Application

❖ Follow ALL instructions provided by the grantor
  ❖ Example: http://grants.nih.gov/grants/guide/pa-files/PAR-13-027.html

❖ The most important part of the application is the first page, particularly the project summary/abstract.
  ❖ Each main point needs to be stated at 8th grade level.

❖ Sample applications: https://www.consumersenergy.com/uploadedFiles/Foundation/For_Grant_Seekers/CGAform.pdf

❖ http://www.grants.gov/view-opportunity.html?oppId=278325

Step #3: Writing the Application

- ❖ 6 main parts: goal, objectives, activities, personnel, evaluation, and budget

- ❖ Goal is the end, objectives are the promises, activities are the how, your personnel is the who, the evaluation is the incremental progress, the budget is the cost.

- ❖ The goal is what you get after all the money has been spent.

- ❖ Give no more than 3 objectives unless the donor says otherwise.

- ❖ The proposal depends on the goal and 3 objectives.

Step #3: Writing the Application

- ❖ Goals and objectives should have active verbs (enhance, increase, augment, reduce, initiate).

- ❖ Goals should be specific, measurable, achievable, realistic, and time-bound.

- ❖ Objectives must have an outcome that can be budgeted.

  - ❖ For example: enhance cultural understanding for 36 students over x period of time through 2 visits with the mobile museum to each of 20 schools in Berrien County

- ❖ Activities should have working verbs (test, outline, observe).

Step #3: Writing the Application

- ❖ Look at what the foundation has funded in the past and for how much.

- ❖ Speak with the foundation representative about your project.

- ❖ Take their webinars, if they offer them.

Step #3: Writing the Application
Private Grant Applications

❖ May need to send a letter of inquiry prior to application.

❖ You can send the same letter of inquiry to multiple foundations.

❖ Grant applications must be different for each foundation.

❖ Foundations don't like to fund everything at once, because they want to see that the project is sustainable.
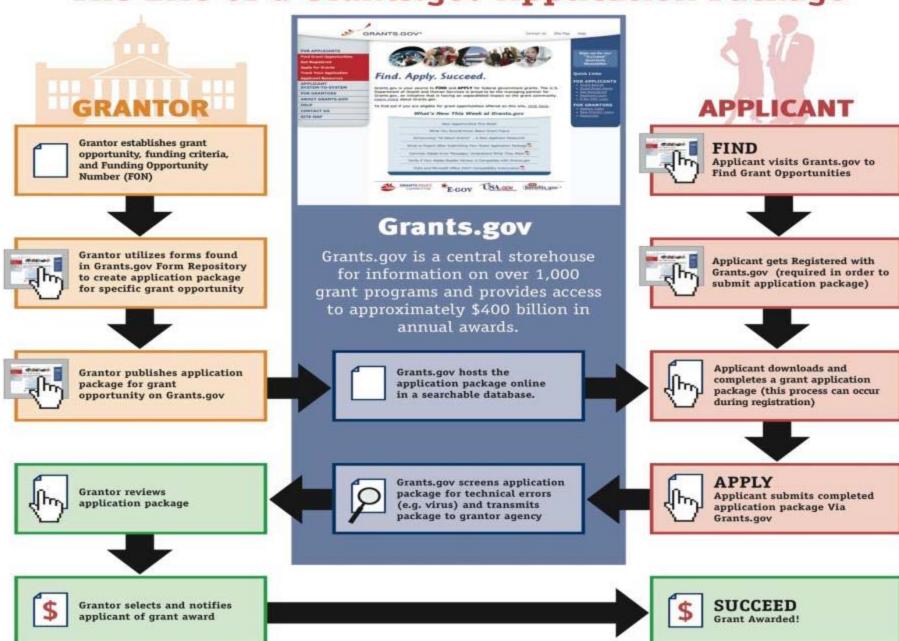
Step #3: Writing the Application
Specifics of a Letter of Inquiry

❖ Tell the foundation what you need in 2 sentences

❖ Name of grantor always goes first.

❖ State the amount needed within the first few sentences.

❖ Foundations are about the people you are serving

Step #3: Writing the Application
Specifics of a Letter of Inquiry

- ❖ First paragraph: describes needs

- ❖ Second paragraph: what is significant

- ❖ Third paragraph: why you are credible

- ❖ Samples: http://grantspace.org/Tools/sample-documents

- ❖ Follow up with foundation 2 weeks after letter submission

The Life of a Grants.gov Application Package

GRANTOR

Grantor establishes grant opportunity, funding criteria, and Funding Opportunity Number (FON)

Grantor utilizes forms found in Grants.gov Form Repository to create application package for specific grant opportunity

Grantor publishes application package for grant opportunity on Grants.gov

Grantor reviews application package

Grantor selects and notifies applicant of grant award

Grants.gov

Find. Apply. Succeed.

Grants.gov is a central storehouse for information on over 1,000 grant programs and provides access to approximately $400 billion in annual awards.

Grants.gov hosts the application package online in a searchable database.

Grants.gov screens application package for technical errors (e.g. virus) and transmits package to grantor agency

APPLICANT

FIND
Applicant visits Grants.gov to Find Grant Opportunities

Applicant gets Registered with Grants.gov (required in order to submit application package)

Applicant downloads and completes a grant application package (this process can occur during registration)

APPLY
Applicant submits completed application package Via Grants.gov

SUCCEED
Grant Awarded!

Step #3: Writing the Application
Federal Grant Application

❖ Make use of the applicant user guide:
  http://www.grants.gov/documents/19/18243/GrantsgovApplicantUserGuide.pdf/ce754626-c2aa-44bc-b701-30a75bf428c8

❖ Follow the guidelines in the Program Announcement.
  ❖ The application will have specific requirements depending on the funding agency (NIH, NEH, NSF, etc.).
  ❖ Applications that do not follow the guidelines (down to the number of words) are immediately weeded out.

❖ Sample NIH Grant:
  http://www.niaid.nih.gov/researchfunding/grant/Documents/McCunefull.pdf

Step #3: Writing the Application
Federal Grant Application

❖ May be required to attach separate documents
  ❖ For example:
    ❖ Project summary
    ❖ Project narrative
    ❖ Bibliography
    ❖ Facilities and other resources
    ❖ Equipment

❖ Check to make sure all required fields have been completed

Step #3: Writing the Application

❖ Have 3 people pre-review the grant: 2 colleagues and 1 naïve reader.

❖ Pay special attention to the due date of the grant.

❖ Submit 5-7 days early. This gives the grantor an opportunity to look at the proposal and send it back for corrections.

   ❖ You have a 37% greater chance of receiving the grant if you submit early.

   ❖ By planning to submit early, you allow more time for the Office of Research to look over the grant.

Step #4: Submitting the Application to the Office of Research

❖ Grants should be submitted to the Office of Research at least 2 days prior to the grant deadline/your personal deadline.

  ❖ Email the information to research@andrews.edu

❖ Make sure you have enough time to make corrections before submitting the grant to the grantor

Step #5: Submitting the Application to the Grantor

❖ Once the application has been reviewed by our office you may submit it to the grantor

❖ Grants submitted through grants.gov require an institutional signature (usually Gary Burdick or the President) and must be submitted by our office.

  ❖ An application that contains errors will not go all the way through the submission process. Expect to make several corrections before the application is finally accepted for review.

Step #6: Receiving the Grant

❖ Most grantors take several months to review the application

❖ Once you receive notification that you have been awarded the grant, please notify our office and send us:

    ❖ Approved Proposal

    ❖ Budget

❖ If your proposal has been rejected, do not despair! Read the reviewer comments, talk with the program officer about writing a stronger application, and try again.

Step #7: Setting up an Account

❖ Our office works with Financial Records to set up an account for the external funds.

❖ The account number will be supplied to you and should be used on all expense reports, check requests, summer salaries, stipend/wage requests, purchase orders, etc.

❖ All financial documents should be submitted to our office for approval before being submitted to Financial Records.

❖ Our office will scan the document and keep it in our files. We will also have access to the Financial spreadsheet so that we can track expenditures. We can provide updates to you as necessary.

Step #8: Additional Salary

❖ Our office will work with you to decide how any additional salary is handled. This usually involves working with the department chair or dean as well.

Step #9: Final Report

- ❖ Most grantors require researchers to submit a final report at the conclusion of the project.
  - ❖ Specifics will depend on the grantor

- ❖ If the grant is a multi-year project, researchers may be required to submit yearly progress reports.

- ❖ Final reports for the external grant should be submitted to our office.

Acknowledgments

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