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FACULTY INSTITUTE

**Strand E- Funding Research: Applying for an External Grant**

**Step #1: Finding a Grant**

Things to think about before applying:

* Are you and your team qualified?
* Why is your project or research needed? What is the population that will be served your research?
* What do you need funding for?

Helpful tips for finding grants:

* www.andrews.edu/research->Faculty Resources->External Grants
* Make sure that your project aligns with the specific interests of the grant agency
* Look at previously funded applications

Note: Our office is happy to help search for relevant grants. Please send us an email at research@andrews.edu to make an appointment to discuss fundable projects.

**Step #2: Working with the Office of Research**

Notify our office of 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. 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
* 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, and the budget is the cost.
* Speak with the foundation representative about your project
* Take webinars and workshops offered by the grantor
  + *Our office will sponsor travel to attend a workshop*
* Have 3 people pre-review the grant: 2 colleagues and 1 naïve reader
* Plan on submitting your application to the grantor 5-7 days early.

Note: Our office is happy to help with the grant preparation process, including aiding in writing the grant, putting together a budget, proof-reading, etc.

**Step #4: Submitting 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](mailto:research@andrews.edu).

**Step #5: Submitting 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.

**Step #6: Receiving the Grant**

Upon receipt of grant, please notify our office and provide us with the award information (approved proposal and budget).

**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 works 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**

Final reports for the external grant should be submitted to our office upon completion of the project.

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