Getting Funding for Your Research

Applying for External Research Grants

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Introduction

- How can I get grants?

- More specific and helpful:
  - How do grants fit in the research process?
  - How can I find potential grants?
  - How can I write winning grant proposals?
  - How can the Research Office support me?
Research Funding Cycle

1. Develop research question and plan (IRB?).

2. **Secure funding appropriate for the project** (FRG or external).

3. Conduct the research.

4. Publish the findings.

5. Develop subsequent questions.

6. **Secure larger funding**....
**STEP 1: With your research question and plan in mind, do preliminary search for possible grants.**

- **Sources:**
  - Internal: AU Faculty Research Grants (FRG, Sept 30 deadline)
  - External: Government, Associations, and Foundations

- Talk to coworkers and colleagues who have received grants.
  - *Where did they apply? What guidance can they share?*

- **Look online:**
  - Andrews Research website for field specific funders:
    Andrews.edu > Research > Faculty Resources > External Grants > Field Specific Grants
    [https://www.andrews.edu/services/research/faculty_resources/external_grant_funding/external-grant-list.html](https://www.andrews.edu/services/research/faculty_resources/external_grant_funding/external-grant-list.html)
  - Discipline specific online directories/resources
  - Grants.gov
  - Google search
Searching Tips

- Be sure your institution is eligible.
- Be sure your proposal matches the criteria and priorities of the funder.
- Look at previously funded applications.
  - Topics
  - Examples applications
  - Amounts. Look for funders who commonly give amounts similar to what you need.
- Don’t think a *killer* proposal will win over a funder whose criteria do not match your question or project.
**Step 2: Searching Together**

**STEP 2:** Bring your preliminary findings to the Research Office. Together, we can plan how to search for more grants.

- **Foundation Directory Online**
  - Andrews.edu > Library > Articles & Databases > FDO
  - [https://www.andrews.edu/library/merged.html](https://www.andrews.edu/library/merged.html)

- More Google searching
Step 3: Writing

**STEP 3:** You will need to do most of the writing, but we are here to support by:

- 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.
Step 3: Writing

- 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.

- Materials 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
Step 3: Writing Tips (a)

**Rule 1:** Be Novel, but Not Too Novel

**Rule 2:** Include the Appropriate Background and Preliminary Data as Required

**Rule 3:** Find the Appropriate Funding Mechanism, Read the Associated Request for Applications Very Carefully, and Respond Specifically to the Request

**Rule 4:** Follow the Guidelines for Submission Very Carefully and Comply

**Rule 5:** Obey the Three Cs—Concise, Clear, and Complete

**Rule 6:** Remember, Reviewers Are People, Too

**Rule 7:** Timing and Internal Review Are Important

**Rule 8:** Know Your Grant Administrator at the Institution Funding Your Grant

**Rule 9:** Become a Grant Reviewer Early in Your Career

**Rule 10:** Accept Rejection and Deal with It Appropriately

Step 3: Writing Tips (b)

- Take their webinars/trainings, if they offer them.
- Speak with the foundation representative.
- Follow ALL instructions provided by the grantor
- 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](https://www.consumersenergy.com/uploadedFiles/Foundation/For_Grant_Seekers/CGAform.pdf)
Step 3: Writing Tips (c)

- 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 Tips (d)

- Have 3 people pre-review the grant: 2 colleagues and 1 naïve reader.
- Pay special attention to the due date of the grant.
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.
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
Specifics of a Letter of Inquiry - 2

- 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**
- Establishes grant opportunity, funding criteria, and Funding Opportunity Number (FON)
- Utilizes forms found in Grants.gov Form Repository to create application package for specific grant opportunity
- Publishes application package for grant opportunity on Grants.gov

**Applicant**
- Finds Applicant visits Grants.gov to Find Grant Opportunities
- Gets registered with Grants.gov (required in order to submit application package)
- Downloads and completes a grant application package (this process can occur during registration)
- Submits completed application package via Grants.gov

**Grants.gov**
- Hosts the application package online in a searchable database.
- Screens application package for technical errors (e.g., virus) and transmits package to grantor agency

**Grantor**
- Reviews application package

**Applicant**
- Grant Awarded!

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


- 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.
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 4: Submission to ORCS

**STEP 4:** Researcher submits grant to our office for review at least 3 days prior to the grant deadline or 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: Submission to Grantor

**STEP 5:** Once the application has been reviewed by our office you may submit it to the grantor.

- 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.

- 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

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

- 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: Dealing with Expenses

- Our office works with the researcher to decide how any additional salary is handled.

- Use the account number set up by Financial Records on all expense reports, check requests, summer salaries, stipend/wage requests, purchase orders, etc.

- All financial documents should be submitted to the Research Office for approval before being submitted to Financial Records.

- Our office will scan the document and keep it on file.
Step 8: Grant Reporting

Step 8: Final reports for the external grant should be submitted to our office upon completion of the project.

- 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.
Acknowledgments

- Dr. Burdick and The Office of Research and Creative Scholarship
- Sarah Burton, formerly AU Research Support Specialist
- Dr. Mathilde Harris and the Grant Training Center