

# RESOURCES THAT WILL ASSIST YOU BEFORE, DURING, AND AFTER THE GRANT ACQUISITION PROCESS

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# Steps in Obtaining Sponsored Program Funding

1. Develop the idea
2. Select an appropriate funding agency
3. Make pre-proposal contacts
4. Write proposal
5. Obtain institutional approval
6. Submit proposal to agency
7. When project is funded - conduct project with assistance from OSP and GCA
8. If project is not funded - request reviews, revise & resubmit

# 1. Develop the Idea

- ⦿ Network within the University
- ⦿ Use your contacts outside of the University
- ⦿ Read abstracts of funded proposals
- ⦿ Refine the idea through conversations with peers, partners, program officers

## 2. Finding Funding

- ◎ Identify sources of support
  - Each funding source has a mission
  - Funding sources have different missions
  - Select those sources that meet your needs
- ◎ Apply to sources that in combination meet your research needs
  - Secure overlapping support

# Finding Funding

- ◉ IRIS - Illinois Researcher Information Service

<http://www.library.illinois.edu/iris/>

- ◉ Grants Resource Center (GRC)

<http://www.aascu.org/grc/>

- User name: wiu
- Password: grants
- GRC Bulletin – every 2-3 days
- GRC Deadlines – each month
- Grant Search

# Finding Funding

- ⦿ Grants.gov to find federal grant programs
- ⦿ Subscribe to agency listservs or news alert services
- ⦿ Make contact with State of Illinois agencies – get to know those who make funding decisions in State agencies
- ⦿ Network with your colleagues – find out who is funding their projects
- ⦿ Seek out funders at professional conferences

# Research.Grant.Opportunities Bulletin Board

Welcome to Web-News

A Web-based News Reader **Search For:** Web-News v.1.6.3

by [Terence Yim](#) **News**group: [Get New News](#) | [Compose](#) | [Expand All](#) | [Collapse All](#) | [RSS Feed](#) | [More Options.](#) **Subject**

<a href="#">Sender</a>	<a href="#">Date</a>	
<a href="#">Zerhouni To End Tenure As Director Of NIH</a>	<a href="#">Jill E Marshall</a>	Wed, 11:12 am
<a href="#">Grants Bulletin for Sept. 23<sup>rd</sup></a>	<a href="#">Jill E Marshall</a>	Wed, 09:07 am
<a href="#">IRIS Workshops Canceled</a>	<a href="#">Jill E Marshall</a>	Mon, 08:50 am
<a href="#">Grants Bulletin for Sept. 19th</a>	<a href="#">Jill E Marshall</a>	Mon, 08:11 am
<a href="#">Grants Bulletin for Sept. 12th</a>	<a href="#">Jill E Marshall</a>	Mon, 08:09 am
<a href="#">Enhancing NIH Peer Review</a>	<a href="#">Jill E Marshall</a>	Mon, 08:06 am
<a href="#">Grants Bulletin for Sept. 9th</a>	<a href="#">Jill E Marshall</a>	10-Sep-2008 08:37
am		
<a href="#">NEH Summer Stipend Program - Reminder of Internal Deadline</a>	<a href="#">Jill E Marshall</a>	09-Sep-2008 08:23
am		
<a href="#">Grants Bulletin for Sept. 5<sup>th</sup></a>	<a href="#">Jill E Marshall</a>	08-Sep-2008 11:01
am		
<a href="#">Grants Bulletin for Sept. 2nd</a>	<a href="#">Jill E Marshall</a>	03-Sep-2008 09:44
am		
<a href="#">Grants Bulletin for August 29th</a>	<a href="#">Jill E Marshall</a>	02-Sep-2008 01:09
pm		
<a href="#">OSP Fall Workshop Offerings</a>	<a href="#">Jill E Marshall</a>	28-Aug-2008 02:51
pm		
<a href="#">Grants Bulletin for August 26th</a>	<a href="#">Jill E Marshall</a>	27-Aug-2008 09:11
am		
<a href="#">New Grant Programs in Arts, Humanities, International</a>	<a href="#">Jill E Marshall</a>	26-Aug-2008 09:50

# Finding Funding

- ◎ Start with internal grants:

- University Research Council
- Summer Stipend Program



# Understand the Agency's Mission

- #1 mistake made by inexperienced grant seekers

People who write grants for themselves

- You need to know what the funding agency's mission and interests are because they have the money!!

# Types of Solicitations

- RFA – Request for Applications
- RFP – Request for Proposals
- RFQ – Request for Quotation

These contain the instructions for preparing a proposal. You must obtain a copy of the solicitation in order to prepare your proposal.

# The RFP

- The Request for Proposals (RFP) may seem overwhelming but the effort to carefully read it will spell the difference between success and failure.
- If you don't understand something in the instructions, ask for help – from OSP or from a Program Officer.

# Reading the RFP

- Read the RFP carefully, then read it again.
- Determine how well what you want to do aligns with what the funder is seeking.
- If the alignment isn't great, carefully assess the option of "stretching" or changing what you plan to do.
- Look carefully for specification of who must be involved.
- Watch for special qualifications of who must be involved.
- Adhere to the RFP in detail and without exception.
- Know deadlines – don't push them; haste and stress lead to mistakes.

### 3. Make Pre-proposal Contacts

- Talk with your chair and dean
- Contact WIU's Legislative Liaison, Dave Steelman, if approaching a state or federal legislator
- Contact the Program Officer
- Call a past grantee
- Call a past reviewer
- Contact potential partners/collaborators

# Contacting a Program Officer

- Contact the PO early and often – they are there to help and want you to succeed. They are a very underutilized resource.
- Ask any question AFTER carefully reading the RFP.
- Role play or prepare a script ahead of time
- Start with an email and ask for a phone appointment
- Request to be a reviewer

# Benefits of Agency Contact

- Access to information not available in RFP
  - Get “scoop” on what they are looking for; find out what NOT to do; ask what is the intent of the program
- Gain an understanding of the review process
  - Will reviewers be experts in your field or from various disciplines?
- Obtain referrals to other program officers
  - Find other program officers who are better suited to discuss your project
- Get feedback on declined proposals
  - Obtain extra insight on declined proposals and on other suitable funding programs

# Use of Collaborators

- Secure collaborators for areas of research in which you lack experience and training.
- “Independent Researcher” does not mean that you are working in isolation.
- Don’t give the impression of being intellectually “isolated”.
- There are no competitors in science, there are only potential collaborators.



# Use of Collaborators

- New investigators or investigators entering an area of research may need to identify and/or contact established investigators to:
  - Seek research or training collaborations/partnerships
  - Ask scientific, technical questions
  - See scientific/programmatic advice
  - Identify funding sources

# Use of Collaborators

## ⦿ How to Start?

- Identify prospective collaborators and their contact information using the Internet and electronic databases
  - Technical literature
  - Databases of funded projects
  - Conference programs
  - Internet search engines (Google)

## 4. Prepare the Proposal

- ⦿ Read and understand the RFA/RFP/RFQ
- ⦿ Follow all instructions for content, number of pages, font size, margins, attachments
- ⦿ Ask OSP to review drafts for content, editing, formatting
- ⦿ Ask OSP for assistance with budget development

# Ask a Colleague

- Show your grant application to a colleague who knows little or nothing about your area of research or expertise and ask them if they understand:
  - What you are proposing to do?
  - How you are proposing to do it?
  - Why you are proposing to do it?

If they do not understand, REVISE until they do.

## 5. Obtain Institutional Approval

- An Internal Proposal Review/Approval Form must be prepared by OSP (sample is in handouts)

Who needs to approve ALL proposals?

- Chairperson/Director
- Dean/Vice President
- Shannon Sutton, Interim Director of Sponsored Projects

# Other Approvals

U Tech - if project involves technology support

Physical Plant – construction projects

IRB – human subjects

IACUC – animal subjects

Institutional Biosafety Committee

Curriculum Committees

# Internal Routing Sheet Page 1



## INTERNAL PROPOSAL REVIEW/APPROVAL FORM

Office of Sponsored Projects  
Sherman Hall 320  
298-1191

Proposal # \_\_\_\_\_  
Research  
Instruction  
Public Service  
Student Support

### PRIME SPONSOR

Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_ Rec. Post  
Agency Contact: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Agency Type: F U S L P O

### DIRECTORS

Project Director: \_\_\_\_\_  
Department: \_\_\_\_\_  
  
Co-Director: \_\_\_\_\_  
Department: \_\_\_\_\_  
  
Co-Director: \_\_\_\_\_  
Department: \_\_\_\_\_

### PROPOSAL INFORMATION

Project is: (Select one from each line)  
a. New Renewal Continuation Supplemental  
b. Proposal Revised Budget After-the-Fact  
Project Title: \_\_\_\_\_

Proposal Project Period:  
From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

### COMPLIANCES

#### Involved

Human Subjects  
Animals (IACUC approval required)  
Hazardous Waste  
Radioactive Chemicals  
DNA (IBC approval required)

Does budget include suppl. pay for administrator(s)?	Y	N
If funded, will new faculty or staff be hired?	Y	N
Is released time for faculty proposed?	Y	N
Is there to be overload/suppl. pay to faculty?	Y	N
Does project involve construction or renovation?	Y	N
Does project require additional support from TISS?	Y	N

### BUDGET SUMMARY

	<u>Agency</u>	<u>WIU</u>	<u>WIU Source</u>
Personnel	_____	_____	_____
Fringe Benefits	_____	_____	_____
Equipment	_____	_____	_____
Subcontracts	_____	_____	_____
Other Direct	_____	_____	_____
<b>TOTAL DIRECT</b>	_____	_____	_____
Facilities & Admin.	_____	_____	_____
<b>TOTAL COSTS</b>	_____	_____	_____
F&A Rate _____		F&A Base _____	

# Internal Routing Sheet page 2



## INTERNAL PROPOSAL REVIEW/APPROVAL FORM Office of Sponsored Projects Sherman Hall 320 298-1191

Page 2

### CONFLICT OF INTEREST WITH THIS PROJECT

	Project Director	Co-Director	Co-Director
a. Do you have a consulting or financial relationship with a non-governmental, external sponsor of this proposal?	YES NO	YES NO	YES NO
b. Do you have a managerial role or significant financial interest in a company in the field of your research, or a firm doing business with the University?	YES NO	YES NO	YES NO
c. Do you have non-University, professional or income-producing activities involving WIU students, staff or facilities?	YES NO	YES NO	YES NO
d. Do you, or any family members, have other potential conflicts of interest associated with this project?	YES NO	YES NO	YES NO

My signature below confirms my review of the proposal. It also certifies that I will:

- Conduct all sponsored projects in accordance with the policies of the sponsor;
- Ensure that all investigators, staff and students working on the project have read, understand, and comply with the University's policies on Intellectual Property, the Drug Free Workplace, Conflict of Interest, Risk Management and other University research requirements;
- Disclose any and all items of intellectual property and assign them to the University as required by the IP Policy or sponsor policies;
- Be responsible for budget items including cost sharing items; and
- Comply with all federal, state, and local regulatory agency requirements related to the project.

Project Director \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

Project Director \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

### APPROVALS:

Approval confirms that the project is academically appropriate and consistent with WIU's mission and that necessary personnel and/or resources are or will be available if an award results from this proposal.

Department Chair/Director \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

Dean/VP \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

### FOR OSP USE ONLY

Sponsored Projects Office Approval: \_\_\_\_\_ Date \_\_\_\_\_  
Director of Sponsored Projects

Proposal Transmitted to Agency: \_\_\_\_\_



## 6. Submit Proposal to Agency

- ⦿ Coordinate submission with OSP – OSP generally submits all proposals (copying and mailing or electronically)
- ⦿ Notify OSP as early as possible if your proposal must be submitted electronically
- ⦿ Don't wait until the last minute to learn the submission process

# Electronic Proposal Submission Systems

- Grants.gov – Federal government-wide system for finding and applying for federal grants.
  - Faculty members do not have to register – only the institution does – and WIU is fully-registered.
  - Faculty members must be able to install the free Adobe Acrobat software in order to download and prepare the application package.

Notify OSP early if your RFP states that submission **MUST** be done through Grants.gov – we can provide training and assistance.

# Other Electronic Proposal Submission Systems

- ◉ NSF – FastLane
- ◉ U.S.D.E. – e-grants
- ◉ DOJ – Grants Management System
- ◉ Online/fill-in-the-box applications
- ◉ Files attached to emails
- ◉ Anything OTHER than paper copies

# 7. When Project is Funded

Conduct project with assistance from:

OSP – Jennifer: negotiation of award, account set-up, liaison between WIU and agency, preparation of amendments, etc.

GCA – Jessica or Shannon: establish accounts, manage spending, cash management, financial reporting, collection, etc.

Please meet with these people before beginning work on your funded project

## 8. If Project is Not Funded

1. Request reviewers' comments
2. Revise according to comments
3. Resubmit the proposal

# Resubmissions

- ◎ Applicants Don't Give Up!!
  - Initial failure is common – it is the application not the person.
  - Learn from failed submissions and succeed – most do.
  - Study comments in the reviewers' notes.
  - Decide if problems are repairable.
  - Attend diligently to each comment.
  - Keep a positive tone and attitude.
  - A funded resubmitted application is the goal!

# Information you might need

- ◎ Office of Sponsored Projects

- <http://www.wiu.edu/SponsoredProjects>
  - Finding funding
  - Commonly needed information
  - FAQ
  - Human and animal subjects
  - University Research Council
  - Checklist for proposal submission
  - After you receive funding
  - News and announcements

# Thank you

- ⦿ Questions?
- ⦿ What else do you need to start this process?