

The ABCs of Grantsmanship

October 6, 2009, 12:00PM – 1:00PM

Burlington Northern Room (229 Library)

Workshop Goals

- ❖ Overview of internal funding opportunities from OTEFD
- ❖ Grant writing tips: Searching and applying for funding opportunities
- ❖ Searching for external funding opportunities
- ❖ Q & A and discussion

OTEFD Mission Statement:

OTEFD strives to enhance teaching and learning at Bradley University by providing faculty and staff opportunities for scholarly and creative research and development, while continually improving BU's programs and services. We encourage faculty and staff to become more informed, confident, creative, and reflective practitioners of the art of teaching, while enhancing the quality of learning for a diverse student community.

The Office for Teaching Excellence & Faculty Development offers faculty workshops and provides materials on topics related to teaching and scholarly pursuits. Internal grant programs are administered to faculty and staff for the development of innovative teaching, the creation of new courses, for research and creative production and for such projects that engage students. The Office also works to identify, cultivate, and secure funding sources of both internal and external grant opportunities on behalf of Bradley University.

Internal Funding is available for a vast array of uses, including but not limited to the following:

- Travel to conferences and workshops
- Conducting workshops
- Curriculum development
- Scientific and/or creative works
- Materials and equipment necessary to conduct projects

Grant Opportunities through OTEFD

Research Excellence (REC) reviewed by the Faculty Scholarship Panel:

REC awards fund projects for full-time faculty and professional staff to support research and creative projects. REC awards provide "seed funds" for faculty and professional staff to launch or to advance research and creative production that will benefit Bradley as well as the recipients. REC awards initiate new areas of research and creative production, conduct pilot and planning projects for larger, externally-funded grant proposals, and prepare work for publication.

REC Summer Stipend Award

The Research Excellence Committee Summer Stipend Award Program is intended to assist faculty in completing major scholarly or creative activity during summer months. This award provides a before taxes allowance of \$3,300 for one summer session. Summer Stipend recipients may engage in teaching or other activities during the summer interim session or the other summer session, if their appointment is only for one summer session. They may apply for additional funds from the Research Excellence Award program and other sources to offset project costs.

Teaching Innovations Proposal

This grant provides support for curriculum development or course modification which demonstrates the prospect for innovation and integration in course design or delivery. These awards to individual faculty or departmental or interdepartmental faculty teams may provide released time, summer support (\$3,300 for one summer session), or other assistance to faculty who want to develop instructional innovation. Cross-disciplinary projects, interdepartmental faculty efforts, and integration of teaching and research are encouraged.

Conference and Workshop Support

This grant provides up to \$700 towards the costs of attending a professional conference. The purpose of attendance must be for professional development to enhance teaching which is clearly connected to the applicant's teaching assignments. These grants have year round open enrollment as long as funds are available.

Special Emphasis

Special Emphasis awards fund proposals in research, creative production and/or service that show promise of providing undergraduate and graduate students enrolled in a course the opportunity to participate in projects that demand authentic partnership among faculty, staff, and students. The key to Special Emphasis awards is the collaborative nature of the proposed effort.

OSP Services

The office provides a variety of grant services, excluding the direct financial administration of sponsored projects. OSP serves as the first step in the central administration process of grant approval prior to submission to outside sponsors; provides grant advice and expertise to faculty and staff; serve as liaison to external sponsors; submits grants to federal agencies via electronic submission processes; negotiates contracts and agreements with outside sponsors; ensures institutional compliance with human subjects and animal care research, primarily through the IRB and IACUC committees; and performs non-financial post-award tasks such as no cost extensions, change of Principal Investigator and grant transfers.

Grantsmanship Services provided by OTEFD & OSP

- Provide information and guidance for internal and external funding opportunities
- Writing and/or assisting faculty and staff in writing such proposals
- Reviewing and editing proposals
- Assisting with the development of cross-disciplinary proposals

- Educating faculty and staff on the legal and ethical implications of grants
- Training faculty and staff in identifying funding opportunities that contributes to continued professional growth and development as teaching scholars
- Provide tutorials, consultations, and support to identify funding opportunities and assist with the grant writing process, including a full range of activities required to prepare, submit, and manage grant proposals

Grant writing Tips

The 5 W's of Writing a Successful Proposal (Who, What, Why, When, Where)

- ❖ Who am I?
- ❖ What is my project?
- ❖ Why do I need the money?
- ❖ When do I need the money?
- ❖ Who will benefit from this project?
- ❖ Who (and how) will the project be implemented?
- ❖ Where will the funds be directed?
- ❖ What is my evaluation plan?

Elements of a Successful Proposal

1. Have clearly defined needs, descriptions of both how those needs were identified and what will be done to address those needs.
2. Always write in positive terms, describing how your project is worthwhile program that will meet the identified needs.
3. Successful proposals do not overuse jargon. Write your proposal in lay terms whenever necessary.
4. Must present detailed budgeted that match the proposed project, including detailed justifications for each item/service/etc.
5. Emphasize what your project is going to provide back to the institution, classroom, student, society, etc.
6. Keep your request as long as necessary to respond to each funding source requirement.
7. Have a colleague who is familiar with your project, as well as someone not in your field, review and edit your proposal
8. Consider reviewer's comments when resubmitting a grant
9. Talk to the Program Director/Officer in advance
10. Include a senior faculty member as a collaborator/consultant

Obtaining Funding for Humanities, Science, and Creative Projects

Who's funding your research?

- Federal Agencies such as the National Endowment for the Humanities (NEH), National Institutes of Health (NIH), National Science Foundation (NSF), National Endowment for the Arts (NEA)

- Private Foundations such as Mellon, Rockefeller, Ford, etc.
- Private Corporations such as Caterpillar
- State and Local Agencies such as the Illinois Board of Higher Education (IBHE)
- Internal funding sources through OTEFD

What types of projects are generally funded?

- Examples of NEH recent awards: www.neh.gov/news/recentawards.html
- Examples of NSF Abstracts: <http://www.nsf.gov/awardsearch/index.jsp>
- Examples of NIH Abstracts: http://crisp.cit.nih.gov/crisp/crisp_query.generate_screen
- Examples of NEA recent awards: <http://www.nea.gov/grants/recent/index.html>

Searching the Web for opportunities

- [Grant Advisor](#)
Provides listings of grant and fellowship opportunities for US institutions of Higher Education.
- [The Foundation Center](#)
Provides a comprehensive, up-to-date listing of corporate giving programs.
- [Grants.gov](#)
A central database managed by the Department of Health and Human Services that provides information on all federal grant programs.

Look to pertinent websites from pertinent professional societies or associations

Timing of proposal from writing to award notification

- Allow at least 3 months for your application, including gathering reference letters and writing the proposal

If submitting a Federal grant via Grants.gov, the SF-424 is usually required:

- Application for Federal Domestic Assistance/Short Organizational Form (SF-424), you provide:
 - Applicant Information: Legal Name; Address; Type of Applicant (from drop list); Employer/Taxpayer Identification Number (EIN/TIN); Organizational DUNS; Congressional District
 - Project Information: Project Title; Project Description; Proposed Project Start Date/End Date
 - Project Director information
 - Primary Contact/Grant Administrator information
 - Authorized Representative information

Required Components of a Research Grant Proposal to NSF

- Cover sheet
- Certification page
- Recommend reviewers

- PI Demographics
- Project Summary, including Intellectual Merit and Broader Impact
- Table of Contents
- Project Description (15 single-spaced pages)
 - Project Objectives & Significance
 - Clear Statement of Work to be undertaken
 - Relation to PI's longer-term goals and previous work
 - Relation to state of knowledge of the field
- References Cited
- Biographical Sketches (max. 2 pages)
 - Education
 - Professional Appointments
 - Up to 5 project-related publications
 - Up to 5 other publications
 - Up to 5 synergistic activities
 - Recent collaborators, all advisors, all advisees
- Budget with justification
- Current and pending support
- Facilities, equipment, and other resources

Required Components of a Research Grant Proposal to NIH

- Cover sheet/certification particulars
 - Response to program announcement
 - Title: concise, informative, no jargon
 - Human Subjects/Animals assurances
 - Entity identification number/Awardee organization code
 - Initial and project period budget totals
 - Authorized administrative official = Senior grant specialist of institution
- Checklist (inserted at end)
- Page for description, sites, and personnel
- Table of contents
- Budget and justification
- Biographical sketches (max. 4 pages)
 - Education (table with institution, degree, year, field)
 - Chronological Order for: positions and honors; selected peer-reviewed publications; research support in last 3 years listed in order of relevance with brief summary of project goals and PI responsibilities
- Resources
- Research Plan (25 single-spaced pages)
 - Specific targets
 - Background and significance
 - Preliminary studies/progress report

- Research design and methods
- Research Plan Particulars
 - Human Subjects
 - Vertebrate animals
 - Literature cited
 - Consortium/contractual arrangements
 - Letters of support

Required Components of a grant to NEH

- Cover sheet/certification particulars
- Project/Performance Location(s)
- Table of Contents
- Abstract
- List of Participants
- Narrative
 - The nature of the request
 - Description
 - Audience
 - Organizational Profile
 - Project team
 - Samples of previous digital work
 - Organization history
- Biographies
- Letters of support

Required Components of a grant to NEA (online submission application)

- NEA Supplemental Information Form
- NEA Organization & Project Profile Form
 - Applicant information (partly pre-populated)
 - Application Information
 - Project Budget Summary: Amount Requested; Total Project Costs; etc.
- Attachments From: Required Items include:
 - Organizational Background Statement
 - Financial Information form
 - Narrative for Direct Grants
 - Biographies of Key Project Personnel
 - Narrative for Subgranting Programs
 - Project Budget Form
 - Programmatic Activities List
 - Work Sample Index
- Material to be mailed directly to the Arts Endowment
 - Work Sample

- Sampling of recent printed matter

OSP & OTEFD Contact Information

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