INTRODUCTION TO EXTERNAL GRANTS
KEY POINTS

- OSP Services
- Types of Funding
- Finding Funding Opportunities
- Parts of a Grant Proposal
- Proposal Submission & Cultivation
Pre-Award Services
- Search for funding opportunities
- Assist with proposal development
- Develop the proposal budget
- Edit, review, and submit proposals

Post-Award Services
- Negotiate and accept awards
- Create financial ‘Chart of Account’
- Assist with budget modifications & negotiate extensions
- Support grant closeout processes

Contact sponsored.programs@wku.edu
External Support

- **Grant** – Money ‘granted’ to carry out an approved project or activity.

- **Cooperative Agreement** – A legal agreement between the government and another entity. The government will have substantial scientific or programmatic involvement.

- **Contract** – A legal instrument that reflects a relationship between organizations whose principal purpose is acquisition of property or services.

- **Gift** – Money given in support of a project or effort with little to no restrictions on spending.
EXTERNAL SUPPORT

GRANT:
- Award “granted” for a particular purpose
- U.S. Federal grants, awarded by over 26 agencies
- Over $300 billion per year
Two basic types of Federal grants:

- **Discretionary:** Competitive – usually reviewed by a panel of experts.

- **Mandatory:** Awarded by Federal agencies to grantees (usually states).
REASONS TO WRITE A GRANT PROPOSAL

- To accomplish your goal(s)
- To address a need or solve a problem
- To obtain resources otherwise not available
- To enhance your scholarship
- To build collaborations
- To engage students in research or creative activities
THE FIRST STEPS

- Formulate an idea
- Gather information
- Document the need, which explains the importance & significance of your work
- Establish contact with collaborators and other key personnel
- Contact the Office of Sponsored Programs to begin proposal and budget development – sponsored.programs@wku.edu
There is NO grant that allows you unrestricted spending or money for personal use.

A grant is money designated for a particular use with an approved detailed budget.
BEFORE THE FUNDING SEARCH

Focus the idea

- What is the significance of the project?
- Why does this work matter?
- What is the anticipated project outcome?
- Who will be affected or impacted by the work?
  - People, places, things
  - Local, regional, state, and/or national scope
- What are the short and long-term impacts?
Move from concept to planning stage
  - Identify the objectives and activities
    - Outline 3-4 obtainable goals
    - State goals in terms of outcomes
    - Tie your goals to the “need”

Develop the plan of work
  - What are the methods/procedures to be used?
  - Who is responsible for each step?
  - What is your timeline?
Identify the level of support needed to execute your plan

- Assess your existing resources and assets
- Estimate the cost of executing your plan

Cost – Assets = Level of funding support needed
Contact OSP early and often!

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OSP will assist with:
- Finding funding opportunities
- Developing a timeline for submission preparation
- Proposal development
- Budget development
- Internal approval process
There are several funding search tools available through the OSP Website:

- **Pivot** – Interactive database of funding opportunities and scholar profiles
- **Grants Resource Center’s GrantSearch** – Funding database specific to institutions of higher education
- **Grants.gov** – The U.S. government’s portal for Federal grant opportunities
After you find a funding opportunity.....

- Download the required guidelines and forms/applications for submission

- Read the guidelines closely for priorities and formatting requirements

- Contact program officer for more information about projects funded by the sponsor
Items to check for:

- Eligibility requirements
- Due Date
- Expected Number of Awards
- Program Announcement/Funding Opportunity Number/CFDA Number
- Is cost-sharing required?
- What are the allowable costs?
- What are the budget/project limitations?
COMMON PROPOSAL PIECES

- Abstract/Specific Aims
- Table of Contents
- Project Description/Research Plan
- Facilities, Equipment, and Other Resources
- Biographical Sketch/CV
- Current and Pending Support
- Budget and Budget Justification
- Supplementary Documents (IRB approval, letters of commitment, etc.)
ABSTRACT & TABLE OF CONTENTS

- Abstract: Summary of project goals, methods, and potential significance

- Keywords may be used to determine proposal reviewers

- Table of Contents may or may not be required
  - Occasionally automatically generated
PROJECT DESCRIPTION

- **Need Statement/Significance**
  - What significant need is the project addressing?
  - Potential impact of project
  - Goals and objectives

- **Innovation**
  - How will the project advance existing approaches?

- **Research Method/Approach**
  - Strategy for data analysis
  - Timeline
  - Assigned tasks – who is doing what?
  - Evaluation and dissemination plan
What resources are currently available to you?
- Lab, office space, software, equipment, etc.

What institutional support is available?
- University offices/administration
BIOGRAPHICAL SKETCH AND C&P

- Snapshot of education and professional history

- Sponsor may have specific format

- Current and Pending Support
  - Created in conjunction with OSP
  - Provides sponsor with a detailed list of other projects you are working on
Often reviewed first
- Discloses the integrity of the proposal
- Justification describes your budget in narrative form

How to start the budget:
- Assess your needs and available resources
- Work with OSP
Peer/internal review

Check the deadline
  ▪ Post-marked or received-by date?

Internal Approval Process: Sign-off Sheet

Proposals are submitted by OSP on behalf of the Principal Investigator (PI)
  ▪ OSP makes copies for hard-copy submissions
What happens now?

- If awarded: Congratulations!
  - Award negotiation & acceptance, financial management, project execution, final reports, closeout
- Not Funded: Try, try again!
  - Request reviews, make modifications, resubmit/find other opportunities
QUESTIONS?

Contact OSP

Call: 270-745-4652
Email: sponsored.programs@wku.edu
Visit: Potter Hall 301
Click: wku.edu/sponsoredprograms