# INTRODUCTION TO EXTERNAL GRANTS

**WKU**

**Office of Sponsored Programs**

**Potter Hall 301**

# KEY POINTS

- OSP Services

- Types of Funding

- Finding Funding Opportunities

- Parts of a Grant Proposal

- Proposal Submission & Cultivation

# WKU OSP SERVICES

- **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

# TYPES OF FUNDING

- **External Support**

  - <u>Grant</u> – Money 'granted' to carry out an approved project or activity.

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

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

  - <u>Gift</u> – 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

# TYPES OF GRANTS

- Two basic types of Federal grants:

    - <u>Discretionary</u>:  Competitive – usually reviewed by a panel of experts.

    - <u>Mandatory</u>:  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

# THE WORST REASON TO WRITE A GRANT PROPOSAL…..

## Discretionary money!

There is NO <u>grant</u> 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?

# BEFORE THE FUNDING SEARCH

- 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?

# BEFORE THE FUNDING SEARCH

- 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

- Contact OSP early and often!

  [sponsored.programs@wku.edu](mailto:sponsored.programs@wku.edu)

- OSP will assist with:
  - Finding funding opportunities
  - Developing a timeline for submission preparation
  - Proposal development
  - Budget development
  - Internal approval process

# THE SEARCH FOR FUNDING

- **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**

# VETTING THE GUIDELINES

*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

# VETTING THE GUIDELINES (CON'T)

- 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

# FACILITIES, EQUIPMENT & OTHER RESOURCES

- **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

# BUDGET AND JUSTIFICATION

- 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

# PROPOSAL SUBMISSION

- **Peer/internal review**

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

- **Internal Approval Process: <u>Sign-off Sheet</u>**

- **Proposals are submitted by OSP on behalf of the Principal Investigator (PI)**
  - **OSP makes copies for hard-copy submissions**

# POST SUBMISSION

- 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