

# 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: Searching

**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>
- ❖ 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

Philip Bourne & Leo Chalupa. “Ten Simple Rules for Getting Grants.” *PLoS Computational Biology* 2(2).  
<https://doi.org/10.1371/journal.pcbi.0020012>

# 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
  - ❖ Example: <http://grants.nih.gov/grants/guide/pa-files/PAR-13-027.html>
- ❖ The most important part of the application is the first page, particularly the project summary/abstract.
  - ❖ Each main point needs to be stated at 8<sup>th</sup> 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)
- ❖ <http://www.grants.gov/view-opportunity.html?oppId=278325>

# 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.

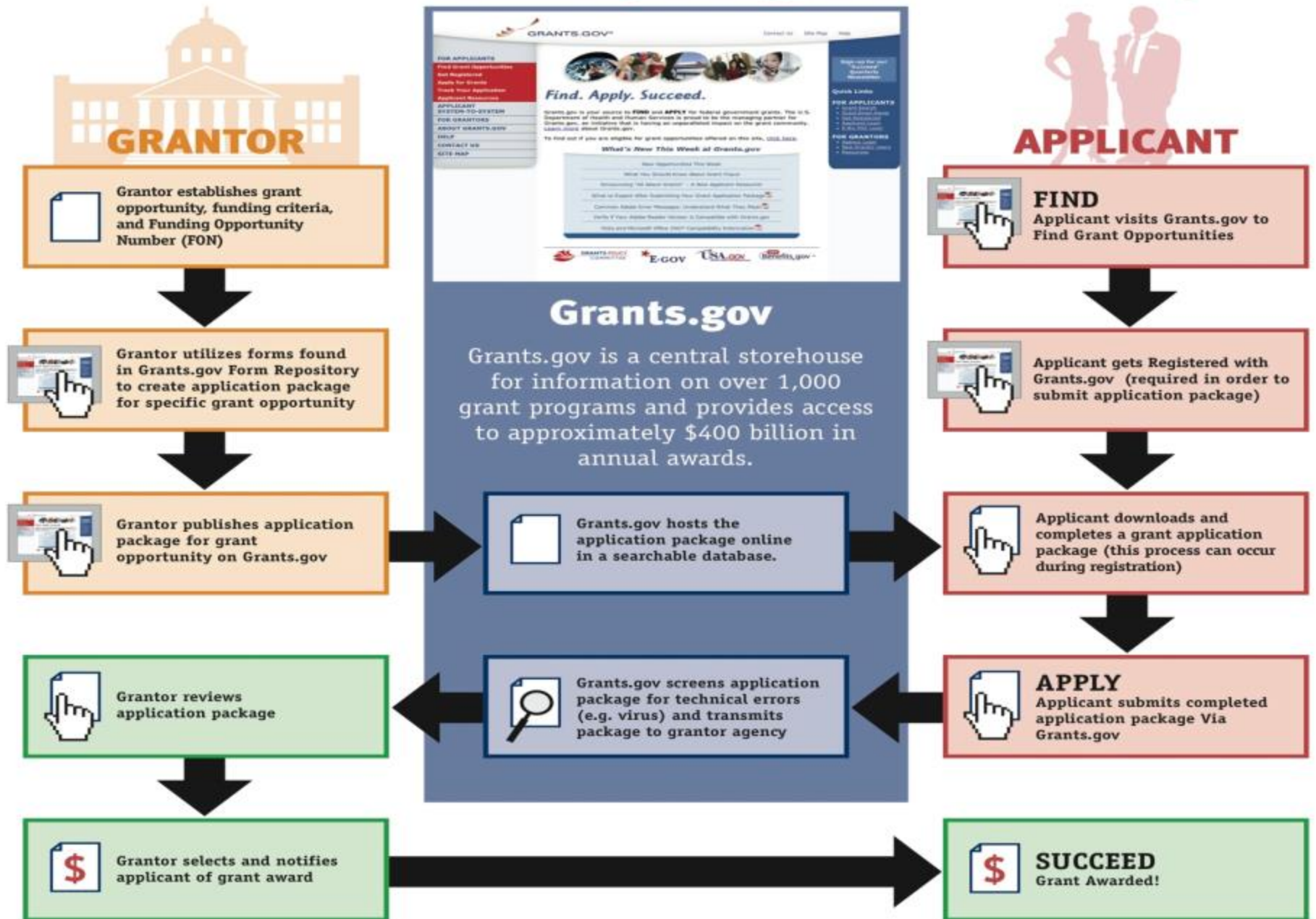
# *Specifics of a Letter of Inquiry - 1*

- ❖ 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





# *Federal Grant Application*

- ❖ Make use of the Grants Learning Center:  
<https://www.grants.gov/web/grants/learn-grants.html>
- ❖ 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](mailto: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.

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