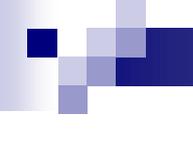# External Grants from Beginning to End

Office of Research and Sponsored Programs
and
Grants Accounting

Eastern Illinois University

Overview

1. Writing a Proposal
2. Submitting a Proposal
3. Managing a Grant
4. Complying with Regulations

Identifying a Fundable Idea
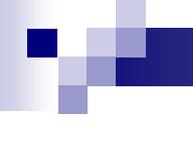
Do

Write out a list of 5 – 10 ideas.

Select one or two strong ideas.

Ask "Why would anyone want to pay for this?"

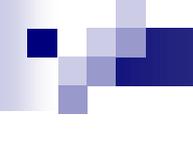Search databases for funding opportunities.

Don't

Be afraid to modify your ideas to fit opportunities.

Typical Sections of a Proposal
(Not all proposals have all of these.)

- Cover Letter
- Table of Contents
- Abstract
- Introduction or Background*
- Problem or Need Statement*
- Objectives*
- Methods*
- Evaluation Plan*
- Budget*
- Appendices

Introduction or Background

■ <u>Do</u>

Focus on material the reviewer must know in order to understand later sections.

Cite the material in later sections.

■ <u>Don't</u>

Write more than 1 – 3 pages (most proposals).

Start explaining your proposed methods.

Problem or Need Statement

- ## <u>Do</u>
  Choose a problem of realistic size.
  Choose a problem of interest to the agency.
  Document the problem with facts.
  Establish *why* the project is worth doing.

- ## <u>Don't</u>
  State a tautology
  ("We need it because we do not have it.")

Objectives

- ## <u>Do</u>
  Concentrate on *what* you want to do.
  Write objectives that are
  - specific
  - measurable
  - realistic
  - time-sensitive

- ## <u>Don't</u>
  Start discussing *how* or *why*.

Example of an Objective

| Objective(s)		
Objective 1.1 As a result of a course and specialized referrals coordinated by a Student Success Center, increase the percentage of students who progress from Academic Warning to good standing by the following schedule:		
From	To	By
36%	40%	8-1-2008
40%	48%	8-1-2009
48%	55%	8-1-2010
55%	60%	8-1-2011

Methods

- ## <u>Do</u>

  Concentrate on *how* you will accomplish goals.

  Discuss timing.

  Demonstrate that your methods are viable.

- ## <u>Don't</u>

  Confuse this section with Objectives.
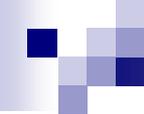
Evaluation Plan

- ## <u>Do</u>

  Describe how success will be measured.

  Justify your definition of success.

  Mention who will measure success.

- ## <u>Don't</u>

  Omit this, even if there is no formal section.

Budget

- <u>Do</u>
List costs by category:
  - Personnel
  - Supplies
  - Equipment
  - Travel
  - Contractual Services
  - Indirect (F&A)

- <u>Don't</u>
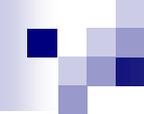Try to calculate personnel costs without information from ORSP

Response from the Agency

- Rejection ☹
  Get reviewers' comments.
  Revise and resubmit.

- Acceptance ☺
  Formal agreement must be signed (not by you).
  New grant account must be set up.
  IRB or IACUC approval may be needed.

The Agreement Document

- Please send document to ORSP.

- Approved by Accounting

- ORSP will obtain the required signatures.
    VPBA or president
      Vice President responsible for the area

- Some agencies do not require a signature.
   NSF and NIH

Reports

- Performance Reports – interim and final

- Financial Reports — Interim and final
    - Must be approved by grant accountant

- Please send all reports to ORSP.

- Late reports may delay funding of awards for others.

- Some agencies require grant closeout packages.

The Grant Account

- Apply for account with form on ORSP website.

- Setup takes about one week.

- May be selected for an audit

- Fiscal Agent
    - Usually the Principal Investigator or Project Director
    - Responsible for spending money appropriately
    - Must balance monthly account statements
    - Must receive approval for reimbursements and travel
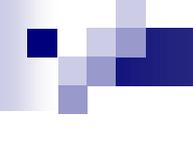
Please call with questions.

- **Office of Research and Sponsored Programs**
  - Bob Chesnut, (581-2125)
  - Jennifer Smith, IRB and IACUC (581-8576)
  - Mary Mattingly, grant coordinator (581-2711)

- **Grants Accounting**
  - Kaitlyn Haas, financial (581-6454)