

ANTIOCH UNIVERSITY

GRANTS AND FOUNDATION
RELATIONS: THE GRANTSEEKING
PROCESS

GRANTS AND FOUNDATION RELATIONS: THE GRANT SEEKING PROCESS

This guide covers the process of finding funders, developing and submitting proposals and managing grants:

- ▶ How Grants & Foundation Relations can help you
- ▶ Getting started with funding your project
- ▶ Resources for locating funding
- ▶ Developing the proposal and budget
- ▶ Proposal and compliance reviews
- ▶ Approval and submission
- ▶ Post-award management

HOW GRANTS AND FOUNDATION RELATIONS CAN HELP YOU

- ▶ Locate prospective funding sources
- ▶ Proposal development
- ▶ Proposal review and approval
- ▶ Proposal submission
- ▶ Post-award management

GETTING STARTED

Who to contact?

- ▶ Grants and Foundation Relations Office is responsible for supporting University-wide advancement efforts
- ▶ Lisa Farese, lfarese@antioch.edu, 603-283-2102 (New England campus)

GETTING STARTED

- ▶ Provide Institutional Advancement with a two-page project description

Use the [Grants and Foundation Relations Proposal Development Form](#) or write a description that includes the following:

- ▶ The problem/need/question addressed by the project
- ▶ Goals and objectives
- ▶ The approach the project will take
- ▶ Expected outcomes or impacts and how they will be measured
- ▶ A preliminary budget
- ▶ A start to finish timeline for the project
- ▶ Prospective funders, if any

LOCATING FUNDING: RESOURCES

- ▶ Grants and Foundation Relations Web Page:
<https://www.antioch.edu/resources/general-information/grants-foundation-relations>
- ▶ Resources Include:
 - ▶ InfoEd SPIN
 - ▶ Foundation Center & Foundation Directory
 - ▶ FindRFP
- ▶ Funding Opportunity Emails

LOCATING FUNDING: RESOURCES

- ▶ If a funding source has been identified

Contact the Grants and Foundation Relations Office to discuss the project and coordinate submission to the funder and for assistance with proposal preparation

- ▶ Contact info

- ▶ Grants and Foundation Relations Office: Lisa Farese, 603-283-2102, lfarese@antioch.edu

- ▶ Grants Office, (AUNE only): Don Woodhouse, 603-283-2101, dwoodhouse@antioch.edu

DEVELOPING THE PROPOSAL AND BUDGET

- ▶ Meeting eligibility requirements
- ▶ Point of contact with the funder for questions
- ▶ Proofread/edit proposal narrative (as needed)
- ▶ Required institutional documents
- ▶ Budget development

DEVELOPING THE PROPOSAL

- ▶ Meeting the funder's requirements
 - ▶ Read the guidelines thoroughly
 - ▶ Ensure you and AU are eligible to apply
 - ▶ Check that your proposal addresses the funder's specific questions and requirements
- ▶ If questions about specifics in the funder's guidelines arise, coordinate with IA staff to contact the funder
- ▶ Leave enough time prior to the submission deadline to complete the proposal and obtain approvals

DEVELOPING THE PROPOSAL

- ▶ The Principal Investigator or Project Director is responsible for:
 - ▶ Developing the content of the proposal
 - ▶ Identifying personnel, equipment, space and budget needs
- ▶ Grants and Foundation Relations will:
 - ▶ Develop the proposal narrative, as needed
 - ▶ Review the final proposal for editing and adherence to funder requirements
 - ▶ Work with you to construct the budget
 - ▶ Assist with completing required forms
 - ▶ Provide required University documents (financial statements, University budget, Form 990, etc.)
 - ▶ Route the final proposal for approvals

DEVELOPING THE BUDGET

Key budget items include: salaries and wages for PI/Co-PI, research assistants, postdocs, etc.; fringe benefits; equipment; travel; participant support costs (e.g., if the proposal includes workshops or seminars); materials and supplies; publication costs; consultant services; indirect costs.

- ▶ Grants and Foundation Relations can provide an appropriate budget template and help finalize the budget
- ▶ Indirect Cost Restrictions and Cost Sharing
 - ▶ If the funder restricts or disallows indirect cost, this will require approval from the provost and the finance office
 - ▶ If cost sharing is required by the funder, this will require approval from someone authorized to commit funds from a cost center (department chair, director or VPAA)

PROPOSAL AND COMPLIANCE REVIEWS

Every proposal must be reviewed by Grants and Foundation Relations prior to submission. In addition, the project may include elements that require special review. Grants and Foundation Relations can assist with obtaining reviews for:

- ▶ Human subjects: Institutional Review Board (IRB)
 - ▶ See <https://www.antioch.edu/resources/faculty-staff/irb/> for campus contacts
- ▶ Animal use: Institutional Animal Care and Use Committee (IACUC)
- ▶ Conflict of interest
- ▶ Intellectual property
- ▶ Technology transfer

APPROVAL AND SUBMISSION

▶ Route for Final Approval

Grants and Foundation Relations can provide an approval routing form and help determine who must provide final approval: may include the chancellor, VCAA, provost, finance, department chair or director

- ▶ Expect review and approval to take a few working days for proposals that don't require IRB, IACUC or other review
- ▶ Expect review and approval for proposals requiring IRB, IACUC or other review to take longer

▶ Submit the Proposal

Grants and Foundation Relations will work with the PI/PD to ensure that all required attachments have been included and to determine who assembles and submits the final proposal package

POST-AWARD MANAGEMENT

- ▶ Grants and Foundation Relations will work with the Principal Investigator or Project Director to determine post-award requirements and who is responsible for ensuring they are carried out
- ▶ Post-award management can include:
 - ▶ Signing agreements or contracts
 - ▶ Sending a letter of thanks to the funder
 - ▶ Negotiating award specifics with the funding agency
 - ▶ Managing the project's activities
 - ▶ Requesting changes to the scope of work or budget
 - ▶ Submitting interim and final reports
 - ▶ Closing out the grant account

INSTITUTIONAL ADVANCEMENT

- ▶ Grants and Foundation Relations is responsible for supporting grant seeking activities University-wide
 - ▶ Lisa Farese, lfarese@antioch.edu, 603-283-2102
- ▶ Institutional Advancement Officers are responsible for supporting relationships with individual donors
 - ▶ Laura Andrews, AUNE & AUM
landrews@antioch.edu, 603-283-2165
 - ▶ Carol Krumbach, AULA, AUSB & AUS
ckrumbach@antioch.edu, 310-578-1080, x118