ANTIOCH UNIVERSITY

INFORMATION FOR GRANT SEEKERS

ANTIOCH UNIVERSITY GRANT SEEKING PROCESS

This guide provides information to guide you through the process of finding funders, developing and submitting proposals and managing grants:

- Getting started with funding your project
- How Institutional Advancement can assist you
- Institutional Advancement support levels
- Locating funding sources
- Developing the proposal and budget
- Proposal reviews
- Approval and submission
- Post-award management

GETTING STARTED

Who to contact?

▶ Institutional Advancement's Grants and Foundation Relations Office is responsible for supporting University-wide advancement efforts relating to focus areas identified by the chancellor and campus presidents

 ▶ Lisa Farese, lfarese@antioch.edu, 603-283-2102 (New Hampshire campus)

GETTING STARTED

▶ Provide Institutional Advancement with a two-page project description

Use the Institutional Advancement Project Description 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

HOW INSTITUTIONAL ADVANCEMENT CAN ASSIST YOU

▶ Institutional Advancement will coordinate requests and determine whether the project initiator or Institutional Advancement will take the lead in grant seeking and proposal development.

▶ Institutional Advancement can help you with researching potential funders, proposal development, editing, assembly, submission, and stewardship.

▶ It may be determined that the project is not a fit for foundation or government funding but should be pursued through individual gifts or other avenues. If so, the project initiator will be referred to appropriate Institutional Advancement staff to determine whether and how to seek such gifts.

INSTITUTIONAL ADVANCEMENT SUPPORT LEVELS

Institutional Advancement will provide varying levels of support for grant seeking and proposal development. Possible support levels are:

- ▶ Institutional Advancement takes the lead in the process, with the project initiator providing significant input.

- ▶ The project initiator takes the lead in the process, with Institutional Advancement providing significant assistance.

- ▶ The project initiator assumes responsibility for the entire process, with Institutional Advancement providing limited assistance.

▶ Institutional Advancement will consider several factors to determine the level of support it can provide.

INSTITUTIONAL ADVANCEMENT SUPPORT LEVELS

Factors considered:

- ► Whether the project aligns with university priorities
- ► Whether the project is multi- or single-campus
- ► Amount requested from the funder
- ► Amount of the project's entire budget

Levels of support:

1. Institutional Advancement takes the lead with the project initiator throughout all phases of grant seeking and proposal development:

- Identify and contact funders
- Develop proposal and budget
- Complete forms
- Obtain approvals
- Submit proposal

2. Project initiator takes the lead in grant seeking and proposal development. Institutional Advancement provides significant assistance with:

- Funder identification and contact
- Proposal and budget development
- Forms
- Approvals
- Submission

3. Project initiator takes the lead in grant seeking, proposal development and submission. Institutional Advancement will:

- Provide authorization to approach a potential funder
- Review final proposal and budget
- Provide required attachments
- Assist in obtaining approvals

INSTITUTIONAL ADVANCEMENT SUPPORT LEVELS

When minimal support can be offered, Institutional Advancement will provide:

- Guidance in use of funding research tools
- Approval to approach specific funders
- Assistance in obtaining final approvals and signatures
- For proposals to government agencies, Institutional Advancement will work with the project initiator to review the final proposal for adherence to requirements and submit the proposal

LOCATING FUNDING SOURCES

▶ Research Funding Sources

See the Grants and Foundation Relations web page for resources and guidance on locating funding

▶ 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, 603-283-2012, lfarese@antioch.edu

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

LOCATING FUNDING SOURCES

Ensure eligibility to apply - read the RFP/funding announcement/funder's guidelines

- ▶ Ensure that you (the PI or Project Director) meet eligibility requirements
- ▶ Ensure that Antioch is eligible to submit a proposal (IA staff can help with this)
- ▶ Check that the anticipated budget falls within funding limitations
- ▶ Ensure that the project meets the funder's goals and requirements
- ▶ If uncertain about whether the project fits the funder's interests, coordinate with Institutional Advancement to contact the funder with questions

DEVELOPING THE PROPOSAL

▶ The Principal Investigator or Project Director is responsible for developing the content of the proposal, including identifying personnel, equipment, space and budget requirements

▶ Institutional Advancement can assist in constructing the budget, reviewing the final proposal for adherence to funder requirements and completing required forms, and will provide required University documents (financial statements, University budget, Form 990, etc.) and route the final proposal for approvals

▶ Read the guidelines again

  ▶ 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 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.

▶ Institutional Advancement can provide a 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 campus president

  ▶ 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 Institutional Advancement prior to submission. In addition, the project may include elements that require special review. Institutional Advancement can assist with obtaining reviews for:

- ► Human subjects: Institutional Review Board (IRB)
  - ► See http://www.antiochne.edu/institutional-review-board/ 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

Institutional Advancement can provide an approval routing form and help determine who must provide final approval: may include the chancellor, VCAA, campus president, VPAA, VP finance, department chair or director

- ▶ Expect review and approval to take a minimum of 5 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 at least 10 working days

▶ Submit the Proposal

Institutional Advancement will work with the project initiator to ensure that all required attachments have been included and to determine who assembles and submits the final proposal package

POST-AWARD MANAGEMENT

- Institutional Advancement 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