

# Grant-Seeking Help Is Here: Navigating the Proposal Preparation Process at MU

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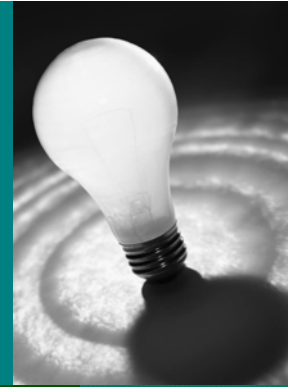
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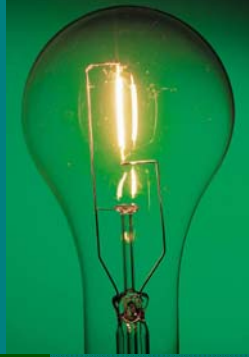
[www.muweb.millersville.edu/~grants](http://www.muweb.millersville.edu/~grants)

# Outline of Today's Talk



- I. Summary of recent grant activity
- II. Process of pursuing grant funding at MU
- III. Services offered by the Office of Grants & Sponsored Research

# Summary of Recent Grant Activity

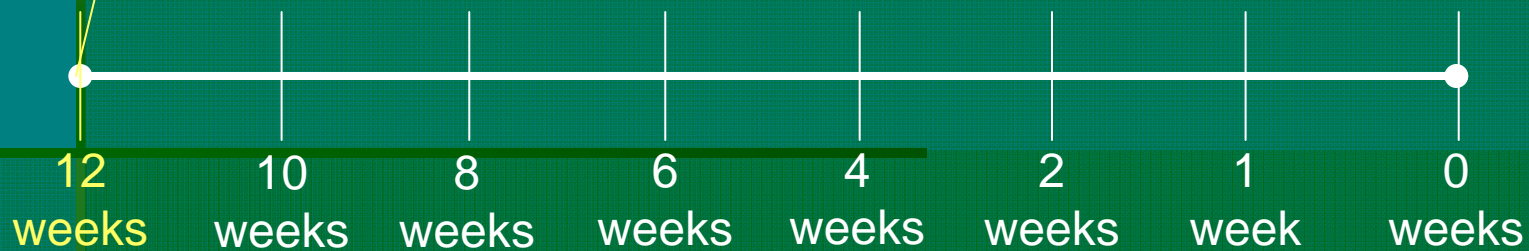


Year	Submitted	Funded	Hit Rate	Funded Amount	Indirects
2003-2004	53	32	60%	\$4,265,256	\$276,219
2004-2005	72	46	64%	\$4,972,758	\$328,640
2005-2006	84	61	73%	\$4,776,554	\$325,755

# Pursuing Grant Funding at Millersville University



- Identify funding source:
- Federal Agencies
  - State Agencies
  - Private Foundations
  - PASSHE
  - MU Faculty Grants Comm.



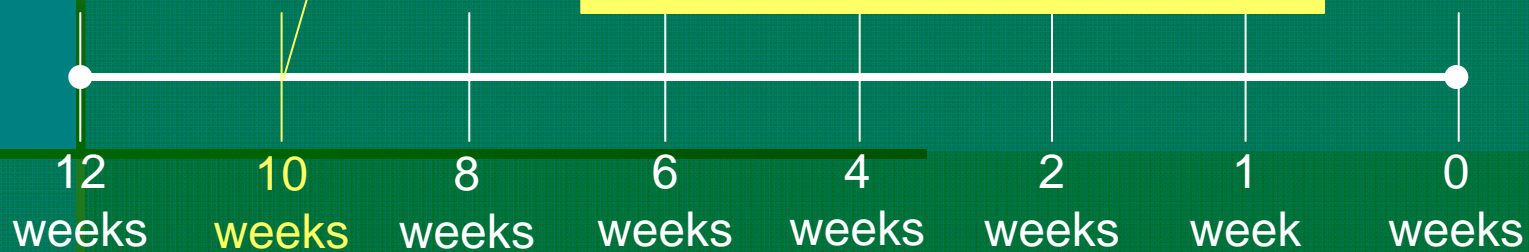
**Sample Timeline**

# Pursuing Grant Funding at Millersville University



Express interest and intent to apply to the following parties:

- Department Chair
- School Dean
- Grants Officer (Budget/  
Accounting Offices)



**Sample Timeline**

# Pursuing Grant Funding at Millersville University



- Share outline or summary of proposed project with Department Chair and Grants Officer
- If necessary, contact relevant Program Officer to ensure appropriate fit between proposed project and targeted funding source



**Sample Timeline**

# Pursuing Grant Funding at Millersville University



- Completed first draft
- Seek feedback from co-investigators and Grants Officer
- Seek feedback on budget from Accounting Office
- If research involves human subjects, seek feedback from Institutional Review Board (IRB; <http://muweb.millersville.edu/~irb/>)

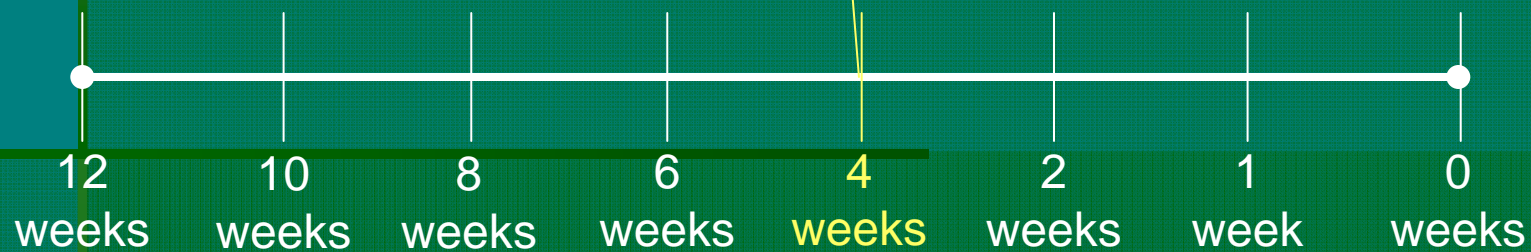


Sample Timeline

# Pursuing Grant Funding at Millersville University



- Completed revised version
- Circulate to co-investigators, Grants Officer, and other colleague(s) for feedback
- Revise in response to critiques

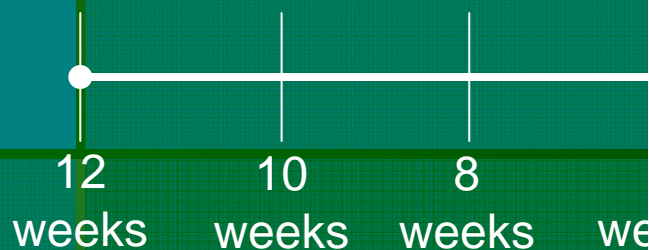


**Sample Timeline**

# Pursuing Grants at Millersville

## At 2 weeks:

- Add final touches
- Fill out MU Proposal Routing Form & begin circulation



Same

## MILLERSVILLE UNIVERSITY PROPOSAL APPROVAL FORM

This form must accompany all proposals to external funding agency. Please note that the president of the University is the applying officer for all proposals submitted by Millersville University. Before writing a proposal, consult with the academic department chairperson or the office director to ensure support for, understanding of the obligations and reporting requirements of the project. Contact the Advancement Office at the start of the grant writing process and contact the Accounting Office on budget matters. The signatures of the officers listed below are required before the proposal is submitted. This completed form must be submitted with the proposal to the president's office at least ten (10) working days prior to the due date of the proposal. A copy of this completed form will be sent to all signers for their records

TITLE: \_\_\_\_\_  
 FUNDING AGENCY: \_\_\_\_\_  
 PERIOD OF GRANT: \_\_\_\_\_  
 PURPOSE: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_  
 UNIVERSITY FUNDS: \$ \_\_\_\_\_  
 Required Match % \_\_\_\_\_

Complement needs:		FTE/Credit
Additional Staff	Yes / No	_____
Release Time	Yes / No	_____
Overload	Yes / No	_____
Dual Compensation	Yes / No	_____

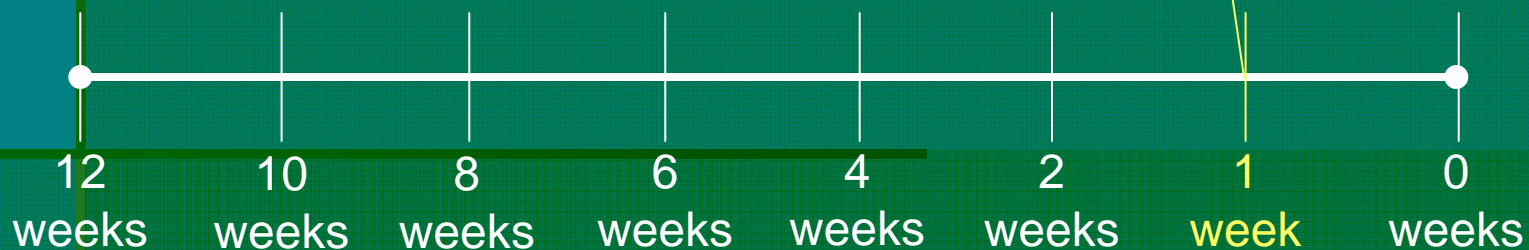
Soft / In Kind:  
 Dept \_\_\_\_\_ Org. \_\_\_\_\_ \$ \_\_\_\_\_  
 Other \_\_\_\_\_ Org. \_\_\_\_\_ \$ \_\_\_\_\_  
Real Dollars:  
 Dept \_\_\_\_\_ Org. \_\_\_\_\_ \$ \_\_\_\_\_  
 Other \_\_\_\_\_ Org. \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ Org. \_\_\_\_\_ \$ \_\_\_\_\_

	NAME (print)	SIGNATURE (required)	DATE
Originator/ Prin. Investigator	_____	_____	_____
Department Chairperson	_____	_____	_____
Dean	_____	_____	_____
Development Office	Ms. Jan Edwards	_____	_____
Chair, IRB Committee	Dr. Christine Anthony	_____	_____
Director of Accounting	Mr. Teh Krajan	_____	_____
V.P./Finance & Admin	Dr. Bernice Rydell	_____	_____
V.P./Information Technology	Dr. Susan Komsky	_____	_____
Provost	Dr. Vilas Prabhu	_____	_____
President	Dr. Francine McNairy	_____	_____

DATE DUE \_\_\_\_\_ DATE MAILED \_\_\_\_\_

# Pursuing Grant Funding at Millersville University

- Troubleshoot any unexpected developments
- Remain in contact with Grants Officer regarding upcoming submission\*



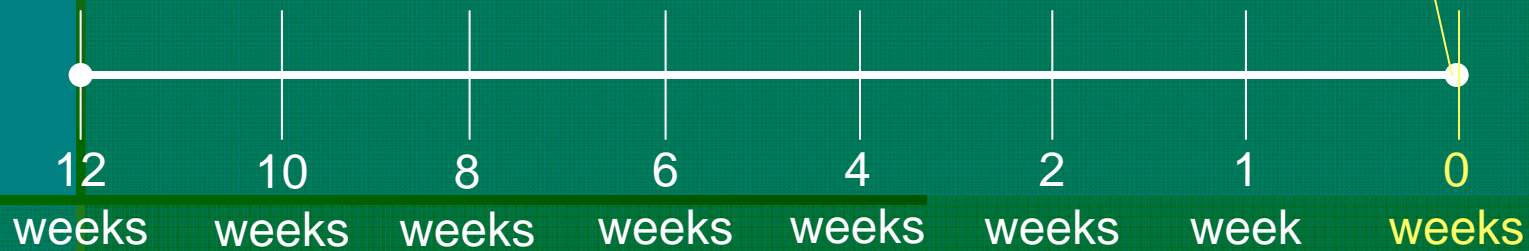
## Sample Timeline

**\*Electronic submission requirements often necessitate timeline adjustments. Please allow at least 1 week for all Grants.gov submissions, particularly NIH submissions.**

# Pursuing Grant Funding at Millersville University

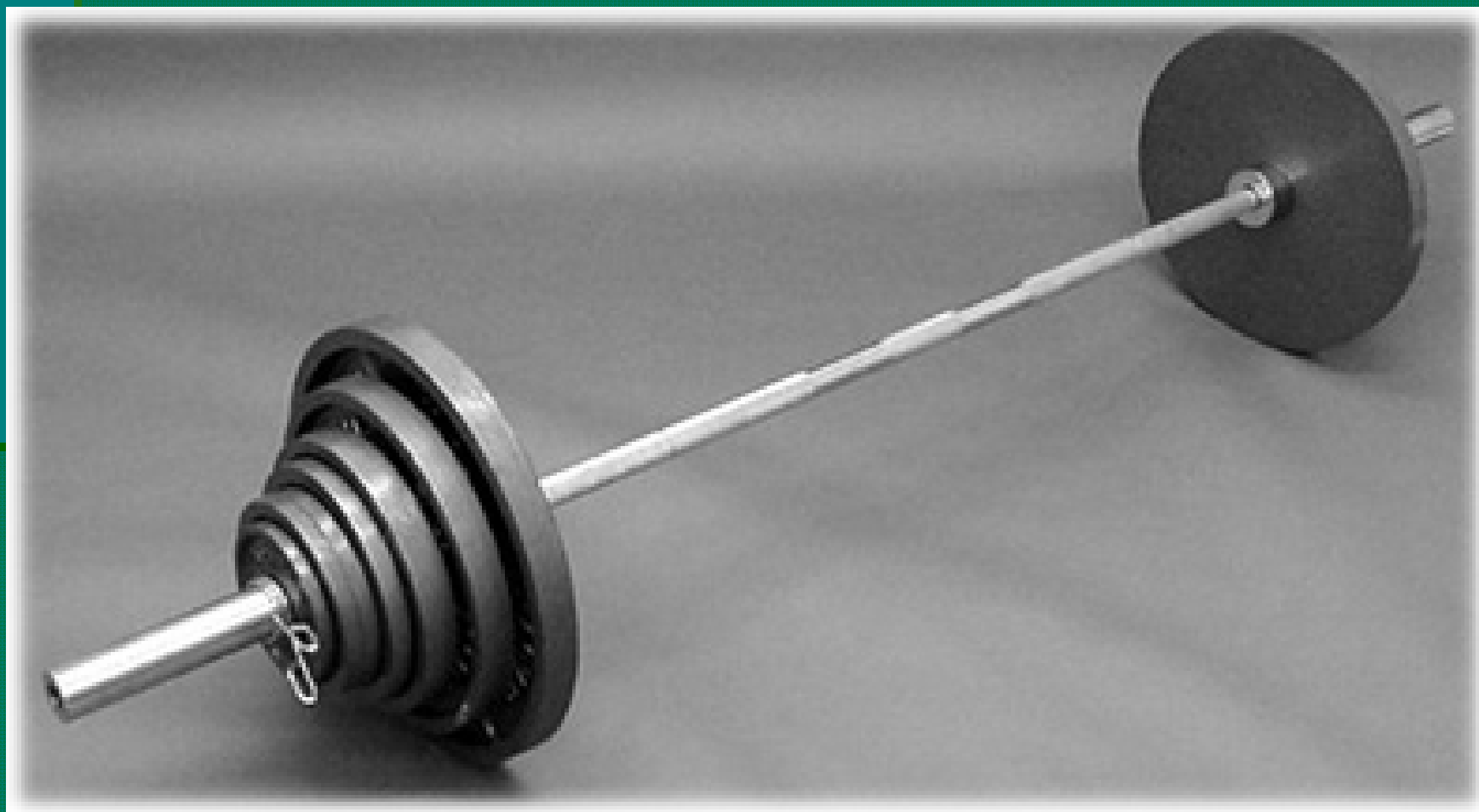
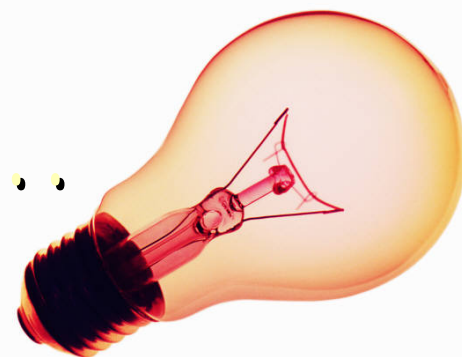


- Work with Grants Officer to submit
- Wait and hope...



Sample Timeline

After a long weight...



You'll get either good news...




**Let the  
project/fun  
begin!**

# Or disappointing news



- **Remain positive (it often takes two tries to obtain funding)**
- **Read the reviewers' comments**
- **Revise accordingly (when read objectively, the reviewers' comments usually are on target)**
- **Resubmit (or redirect to different grantor)**

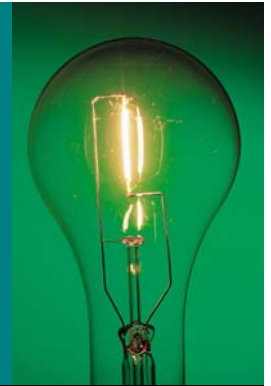
# How the Office of Grants & Sponsored Research Can Help



## **I. Identification of grant-funding opportunities**

- ✓ **Distribution of targeted grant announcements and solicitations to interested faculty members (Grants Resource Center [GRC], Federal Grants & Contracts Weekly, The Foundation Center; Grants.gov, Websites of Federal Organizations [US Dept of Ed, NEA, NEH, NSF, EPA])**
- ✓ **Access to search engines designed to identify public and private funding sources in an effort to match project ideas to available funding sources**
- ✓ **Maintenance of annotated links to funding opportunities on office website**

# How the Office of Grants & Sponsored Research Can Help



## Funding Announcement

**TITLE:** Digital Humanities Start-Up Grants

**FON:** NEH-HD-09152006

**AGENCY:** National Endowment for the Humanities (NEH)

**ITEM:** Notice seeking proposals for the planning or initial stages of digital initiatives in all areas of the humanities.

**ACTION:** Applications will be accepted at two deadlines: November 15, 2006 and April 3, 2007. \$300,000 is available to fund ten awards for 18 months. Colleges and universities are eligible to apply.

**LINKS:** Agency website

<http://www.neh.gov/grants/guidelines/digitalhumanitiesstartup.html>, Grants.gov notice <http://www.grants/search.do?opplID=10743&mode=view>

**CONTACT:** Digital Humanities Start-Up Grants program staff, 202/606-8401. E-mail: [dhi@neh.gov](mailto:dhi@neh.gov).

# How the Office of Grants & Sponsored Research Can Help



## **II. Facilitation of faculty interactions with Program Officers**

- ✓ **E-mail communication**
- ✓ **Telephone conversations**
- ✓ **Coordination (and attendance) of in-person meetings at program officer's location**

# How the Office of Grants & Sponsored Research Can Help



## **III. Grant-related educational opportunities for faculty**

- ✓ Workshops like this one
- ✓ Guest speakers presenting on proposal development or particular federal agencies
- ✓ Sample proposals
- ✓ Assistance with budget preparation
- ✓ GRC-sponsored web conferences on specific funding programs
- ✓ Critique and Editing (as time permits)

# How the Office of Grants & Sponsored Research Can Help

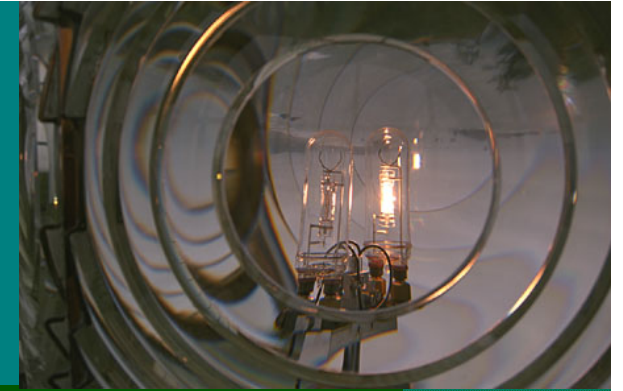


## IV. Grants web site:

[www.muweb.millersville.edu/~grants](http://www.muweb.millersville.edu/~grants)

- ✓ Annotated links to funding agencies/programs (under construction)
- ✓ Support for MU grant seekers (FAQs, faculty mentors, upcoming workshops and presentations, other resources at MU, contact information)
- ✓ Forms (grant preparation checklist [under construction], Proposal Routing Form)
- ✓ Future plans: List of recent grant awards, grant-related policies, PowerPoint presentations

# Conclusion



- ✓ Grant seeking is alive and well at MU...but there is plenty of room to grow!
- ✓ To ensure highest possible quality of grant applications:
  - Read the guidelines carefully
  - Allow sufficient time for critique and revision
  - Involve the Office of Grants & Sponsored Research and experienced mentors early in the process
- ✓ Help is *always* available  
[ryan.sauder@millersville.edu](mailto:ryan.sauder@millersville.edu)  
[www.muweb.millersville.edu/~grants](http://www.muweb.millersville.edu/~grants)

**Key message: By working together we can translate novel project ideas into...**



**impressive grant funding at MU.**

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**Overview of Grant Seeking at MU**  
**(October 3, 2006)**