The Grant Process

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Getting Started

- Carefully review solicitation and guidelines
  - Make sure that you are eligible to apply
  - Make sure that your project is relevant to the program
- Don’t be afraid to contact the program officer if you have any questions
- Take any requirements from the solicitation and make them sections and headers in your narrative
- Make a list of required parts of the application
  - Summary, References, Bios, Data Management Plan, etc.
University Coordinator

Meet your coordinator before your first external grant

- How many days to process a grant?
- Who needs to sign off on a grant?
- Ask for a link/copy of all university policies
- What is the university Indirect/F&A rate?
Common University Process

Single Institution Grant

Draft Documents (budget and justification):
• 10 days prior to external deadline

Final Documents:
• 5 working days prior to the external deadline
Common University Process

Grant with Subcontracts
Subcontract Documents (sub budget and justification):
- 14 days prior to external deadline

Draft Documents (budget, justification, signed subcontract documents):
- 10 days prior to external deadline

Final Documents:
- 5 working days prior to the external deadline
Departmental Coordinator

- How many days before the university does your department need the grant?
- Who drafts the budgets?
- Will your department compile your submission?
- Who needs to sign off on your grant?
Reviewing

Team Level:
• Workplan, deliverables, quality of application

PI/PM/Department Level:
• Financial decisions, resources, commitments, compliance

University Level:
• Finances, compliance, commitments

Granting Agency:
• Appropriateness for competitions, rules followed
Reviewers

- Familiar with the call for submissions
- Usually receive a checklist of requirements
- Grants are broken into pools by topic/theme and assigned to review pools
- Reviewers offer initial assessment
- Assessment Meeting
- Provide recommendation to Funding Agency Officers
- That recommendation goes to Executive Body for award
Always

Check your final grant submission against:
• The rules of the competition for:
  • page length, funding amount, PI status
• University rules for:
  • tuition and fees, amount of salary allowed

Keep a copy of all grants

Ask for comments from reviewers
Understand

Grant processes have human variables
Grants will take as much time as you allow
People will wait until the last minute

The reviewers’ comments can change with each review

Little things matter:
- Proofread your application carefully
- Notify your grants office of submission well in advance
- etc.
Credits

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“The Grant Process”
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