Writing Your Grant
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
square hole round peg
Don’t be afraid to contact the program officer if you have any questions
Commonly Required Parts

- List of Participants
- Humanities Statements
- Technology Innovations
- Environmental Scan
- History and Duration
- Workplan
- Dissemination/Publicity Plans

- Budget
- Budget Justification
- Bibliography
- Data Management Plan
- Letters of Commitment
- Educational Materials
University Coordinator

Meet your coordinator before your first grant

How many days to process a grant?
Is there someone who can help you write budgets?
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? 39%
University Processes

Single Institution Grant
Draft Documents (budget, justification, draft narrative): 10 working days prior to external deadline

Final Documents:
5 working days prior to the external deadline
University Processes

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

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

Final Documents: 5 working days prior to the external deadline
Granting Agency

- University Coordinator
- Department Chairs/Deans/Etc
- Dept Grant Coordinator
- Project Manager
  - Project Director
  - Project Director
- Project Team
  - University A
  - Project Team
  - University B

Reviewers
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
the internet is not your friend.
The Secret to Winning

Have a Compelling Humanities Question
Don’t make it more difficult than it needs to be
Have a History of Success (start small)
Be realistic
Persistence