Grantseeking at Dickinson: A Guide for Faculty

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Visit the Corporate, Foundation and Government Support Home Page:

https://www2.dickinson.edu/internal/cfr/

The Mission of Corporate, Foundation and Government Support

The Office is a resource for faculty and staff, providing information and assistance on all facets of the grant-seeking process for external research grants - for faculty and staff for individual research and professional development, and institutional grants - for campaign, academic program, endowments, facilities and equipment, and other college priorities.

We are a "full service" shop and are responsible for pre-award support and, with Financial Operations, are responsible for post-award administration, ensuring compliance with College and federal regulations for all sponsored programs, and overseeing the reporting responsibilities on institutional grants.

Services We Provide:
We'll help you:

- develop your proposal concept
- search for funding resources
- assist with draft organization and preparation
- help you create your project budget(s)
- edit, proofread and comment
- copy and distribute proposals
- provide access to on-line proposal submission systems (Grants.gov, NSF Fastlane, NIH eRA Commons)
- assist with routine and final reporting

Contacts & How to Find Us
First Steps in the Grant Process: Laying the Foundation for Success

• Develop a “Concept Paper”
• Consult with someone in the CF&GS Office
• Research Prospective Grant Opportunities
• Begin a Draft Proposal
• Develop a Budget
• Solicit Feedback
• Revise
What is a “Concept Paper”?

• One or two pages
• For a non-expert audience
• Explains why you seek funding
• Clearly states research question/goal of project
• Includes other details:
  – Where you need to travel and why
  – What supplies/equipment you require and why
• Provide your concept paper to Glen, Cheryl or Ben so we can help you search for appropriate funding opportunities
Consult with the CF&GS Office

• How We Can Help...
  – Provide copies of other successful proposals
  – Perform targeted research using subscription databases to locate grant prospects
  – Assist in budget preparation
  – Prepare for electronic proposal submission, if necessary (NSF-Fastlane, Grants.gov, etc.)
  – Secure necessary institutional approvals
Some Grant Seeking Resources Available at Dickinson:

- Foundation Center Search
- InfoEd Global – Spin/Genius/Smarts
- $Grant$ and Opportunity$ Newsletter
Foundation Directory Online Search

- Subscription database available through the CF&GS Office
- Excellent source of information on private and corporate foundation funding sources
- Provides detailed “profiles” of each foundation
- The CF&GS staff can do research for you using this tool
InfoEd Global

• Another web-based subscription database
• Available to anyone using a Dickinson computer
• Features include:
  – **SPIN**: researching national and international funding opportunities from government and private sources
  – **GENIUS**: database of scientific and scholarly expertise
  – **SMARTS**: notification system that matches your research profile with targeted information about appropriate funding opportunities
Grant$ and Opportunitie$
Other Resources

For Government Grant Opportunities:

• The Federal Register (daily)
• E-mail alerts through http://www.grants.gov
• Web sites:
  – National Science Foundation (NSF)
  – National Institutes of Health (NIH)
  – National Endowment for the Humanities (NEH)
  – U.S. Department of Education
  – U.S. Department of State
Other Resources

For Private & Corporate Foundation Opportunities:

- **The Foundation Center** web site [http://www.foundationcenter.org](http://www.foundationcenter.org)
- **Guidestar** (IRS Form 990s for lists of previous grants) [http://www.guidestar.org](http://www.guidestar.org)
- Specific foundation web sites (for the most up-to-date information on current grant programs and priorities)
Draft a Proposal

• Follow the grant application guidelines exactly

• Narrative sections typically include:
  – Project Summary/Abstract
  – Background Information
  – Statement of Problem/Question to be Investigated
  – Project Work Plan/Methodology
  – Timeline
  – Plan for Evaluation
  – Plan for continuing the work beyond the grant period (sustainability)
Develop a Budget

• Ask: What will it cost to carry out my project?
  – Personnel
    (salaries, summer stipends, reassigned time, student research assistants or collaborators, consultants)
  – Equipment and Supplies
  – Travel
  – Direct Program Costs
  – Assessment or Evaluation
  – Publication and Dissemination
  – Indirect Costs (when allowable)
  – Is any cost sharing required of Dickinson?
Help with Budgets

- Dickinson’s current institutional cost rates are available on the CF&GS web site
- Information on student payroll classifications is available from the Financial Operations office
- Working closely with the CF&GS Office on your proposal ensures that your budget is approved by Financial Operations in advance
Solicit Feedback

• Ask others to review your draft before submitting a final proposal.

• People to ask:
  – Grant program officers (pre-review)
  – Department colleagues
  – Experts in your field
  – Mentors/advisors
  – Corporate, Foundation and Government Support Office staff
• All good proposals go through multiple iterations before being submitted.

• Be sure to review the **grant guidelines** again carefully to make sure your proposal addresses all of the grant maker’s questions before you mail it.
Final Steps: Getting Institutional Approvals

REQUIRED for all grant proposals:

- Dickinson’s External Grant Clearance Form

MAY BE REQUIRED: (depending on project)

- Institutional Review Board (IRB) approval
- Institutional Animal Care and Use Committee (IACUC) approval
- Institutional Biosafety Committee approval
### How to Fill Out Dickinson’s External Grant Clearance Form

**103.1 F Clearance Form**

Dickinson College External Grant Notification/Clearance Form

<table>
<thead>
<tr>
<th>1. Project title and Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Give a description of your project here that would be understandable to a <strong>general audience</strong>. The CF&amp;GS Office distributes this description in monthly faculty meeting reports and to Communications staff for publicity purposes if your grant is awarded.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Project Director(s) and Department(s):</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>3. Period of Support: From:</th>
<th>Through:</th>
</tr>
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</table>

|------------------------|-----|--------------|-----|-------------|-----|

<table>
<thead>
<tr>
<th>5. Prospective Funding Sources:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
</tr>
<tr>
<td>b.</td>
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</table>
6. Is this project to continue at the end of the Grant? No: □ Yes: □ If yes, what is the source of budgetary support?

7. Does this project involve subcontracts or collaborative agreements? No: □ Yes: □ If yes, provide subcontractor or consortial partner names:

8. Does this project involve:
   - Human subjects: Yes: □ No: □ Date approved/exempted by IRB: IRB Case #
   - Laboratory animals: Yes: □ No: □ Date approved by IACUC: IACUC Case #
   - Recombinant DNA Yes □ No: □ Date approved by Inst. Biosafety IBC Case #

9. Does this project involve formal institutional cost-sharing or matching funds by Dickinson? Yes: □ No: □
   If yes, identify type of commitment (mandatory or voluntary), amounts, sources, and authorization.
   - Mandatory: □ Voluntary □ $ Amt. Acct./Source Authorized by:
   - Mandatory: □ Voluntary □ $ Amt. Acct./Source Authorized by:
   - Mandatory: □ Voluntary □ $ Amt. Acct./Source Authorized by:
   Other: (please describe or attach explanation)

10. Are indirect costs included? Yes: □ No: □
    If yes, at what percentage rate?:
    If no, please explain or attach explanation:

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Always include indirect costs in your budget when allowable. The CF&GS Office can tell you Dickinson’s current indirect rate. (It is recalculated every few years.)

Signatures: if you answered yes to questions 9 & 10, you must obtain all names listed below, in order. Otherwise you need only obtains signatures 1 through 4.
You sign here.

Get your department chair to sign here.

The CF&GS Office will take care getting these approvals.

"I certify that all those involved in this proposal are aware of their participation and obligations. I agree to accept responsibility for providing appropriate training for myself and my staff on those risks which may be inherent in this project. I understand that unless otherwise approved in writing this project will be administered by Dickinson College by an authorized institutional office. I have read and understood the policies and procedures for managing sponsored programs referenced in the faculty handbook and elsewhere. I agree to comply with these policies and procedures. I also assure that information submitted within the application is true, complete and accurate to the best of my knowledge; and (2) that I agree to accept responsibility for the conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application. When multiple PI's are proposed in an application, this assurance must be retained for all named PI's.

1a. Principal investigator
1b. Co-PI (if multiple PI) date:
1c. Co-investigator date:

2a. PI Department Chair
2b. Co-PI Department Chair date:

This application and budget as presented, is in proper form and complies with all applicable Dickinson policies, cost principles, and sponsoring agency application guidelines.

Office of Corporate and Foundation Relations date

I have pre-reviewed the budget and attest to its accuracy and compliance with sponsor’s budget guidelines. The institutional resources necessary for the cost sharing or the commitment of in-kind support described in the attached proposal have been committed and will be available if the grant or contract is awarded.

Financial Operations Grants Accounting date

I accept the foregoing recommendations, and give assurance that the proposal conforms to the programs of service, curriculum development, research and education under my jurisdiction. There are no fiscal commitments of Dickinson College other than those described.

Provost and Dean of the College date
Development Office date
VP for Enrollment Student Life and Coll. Relations date
Treasurer’s Office date
President’s Office date
Questions Regarding IRB, IACUC, or Biosafety Approvals?

Contact:
Glen Peterman
Director of Sponsored Projects & Research Compliance
Ext. 1165
Submitting Proposals

If by mail:
- The CF&GS Office can help make copies and will pay to send proposals using overnight carriers.
- Doing so provides us with assurance that your proposal was received by its deadline date.

If by electronic means:
- The CF&GS Office is quite often REQUIRED to submit for you.
Electronic Proposal Submission

National Science Foundation (NSF):

- Requires electronic proposal submission using Fastlane
- The CF&GS office serves as Dickinson’s Sponsored Research Office (SRO) for Fastlane
- CF&GS office staff must hit the “submit” button for all NSF proposals
- Contact us well in advance if you intend to submit an NSF proposal so that we can set you up as a Principal Investigator (PI) in Fastlane and explain how to allow “SRO Access” for submission
Electronic Proposal Submission
For Other Federal Government Agencies:

– Most now require proposal submission through www.grants.gov, including:
  • National Endowment for the Humanities (NEH)
  • National Institutes of Health (NIH)
  • U.S. Department of Education
  • U.S. Department of State
  • Many others
– The CF&GS Office must register Dickinson faculty and administrators who are planning proposal submission through this system
– Contact us in advance
We’re Always Happy to Help

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