Seeking Funding, Finding Support

Steven Moore, Ph.D., Director, Sponsored Programs

Katie Millsom, Associate Controller, Business and Finance

When to begin?

Ideally...

- Begin proposal 1 year before deadline

- Plan for 1–3 years from idea to funding

When we usually begin.

Too late…but

- Jump in and get it done
- Seize opportunities!
- Give us at least 1 – 2 weeks

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Plan for Success; Learn from Failure

- Depending on the funder, odds of getting funded are low
- Expect to be declined
- Choose to learn
- Persistence is a key to grant writing success

Seek Strategic Funding, Not Income

- Funding should move an individual, department, program, or organization towards where it wants to go
- Avoid writing proposals for the income

Leverage Success

- Funders like to support projects that are likely to succeed
- Go with your strong suit
- Convince funders that you will succeed and make them look good

Don't Contort Yourself...Too Much

- Define your project, then seek funding
- Adjust, innovate, and adapt to fit funding opportunities

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Proposal Development

BULLDOG PROPOSAL DEVELOPMENT PROCESS

Consult

Bring your proposal idea to the Sponsored Programs Office. Refine your project idea and find sources of funding

Develop

Write your proposal narrative. Receive feedback. Develop a project budget and justification. Assemble forms, letters, and other supporting documents.

Route

Complete a proposal routing form and route the form, budget, budget justification, and project summary through the Sponsored Programs Office, a dean or the Provost, and the Vice President for Finance/Chief Financial Officer.

Submit

Submit your proposal. Most proposals are submitted by the Sponsored Programs Office on behalf of the University.

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GRANT
PROCESS & MILESTONES

- **DR. STEVEN MOORE, DIRECTOR OF SPONSORED PROGRAMS**
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KEY MILESTONES

BULLDOG PROPOSAL DEVELOPMENT PROCESS

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WHEN TO START

> Start early! A well-prepared, thoughtful proposal is more likely to be funded. A good proposal can take many months to a year to develop.
> Contact Steve Moore and Katie Millsom early on in your process so we can help you.

THE PROCESS

> Work with Sponsored Programs to hone your idea and seek funding opportunities.
> Write a project abstract and start developing your project budget and budget justification.
> Carefully read proposal guidelines from identified funders. Note how your project proposal will be reviewed.
> Assemble all proposal elements, including the project description, budget, budget justification, biosketches, letters of support and other required documents.
> Route and submit your proposal.

VISIT SITES.REDLANDS.EDU/SPONSORED-PROGRAMS/ FOR FORMS AND OTHER GRANT-RELATED INFORMATION.

BUDGET APPROVAL

Sponsored programs must approve all proposal budgets to determine if expense categories (salaries and benefits, equipment and supplies, and contractors and consultants) are correctly calculated and indirect expenses applied. Also, a budget narrative must be approved that supports all project expenses with appropriate detail. We will help you complete templates provided by the funder or use one of our own budget and budget narrative templates.
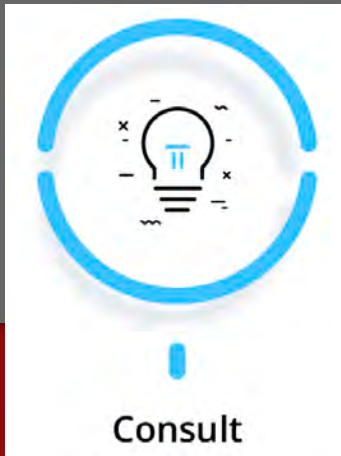
SUBMISSION APPROVAL

Proposals are submitted by Sponsored Programs on behalf of the University. Each proposal is routed through a Dean or the Provost, the Budget Office, and Vice President for Finance/CFO. Course releases and other institutional commitments must be approved prior to final submission.
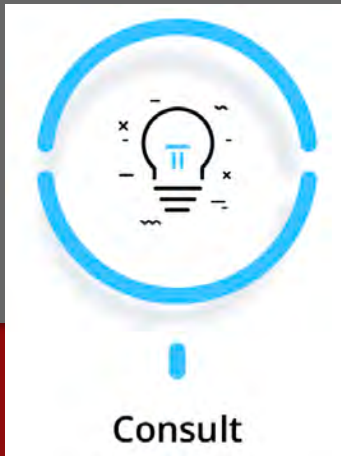
SPO Website

sites.redlands.edu/sponsored-programs/

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Consult

- Project idea
- Goals and objectives
- Who involved
- Timeline
- Milestones
- Funding required
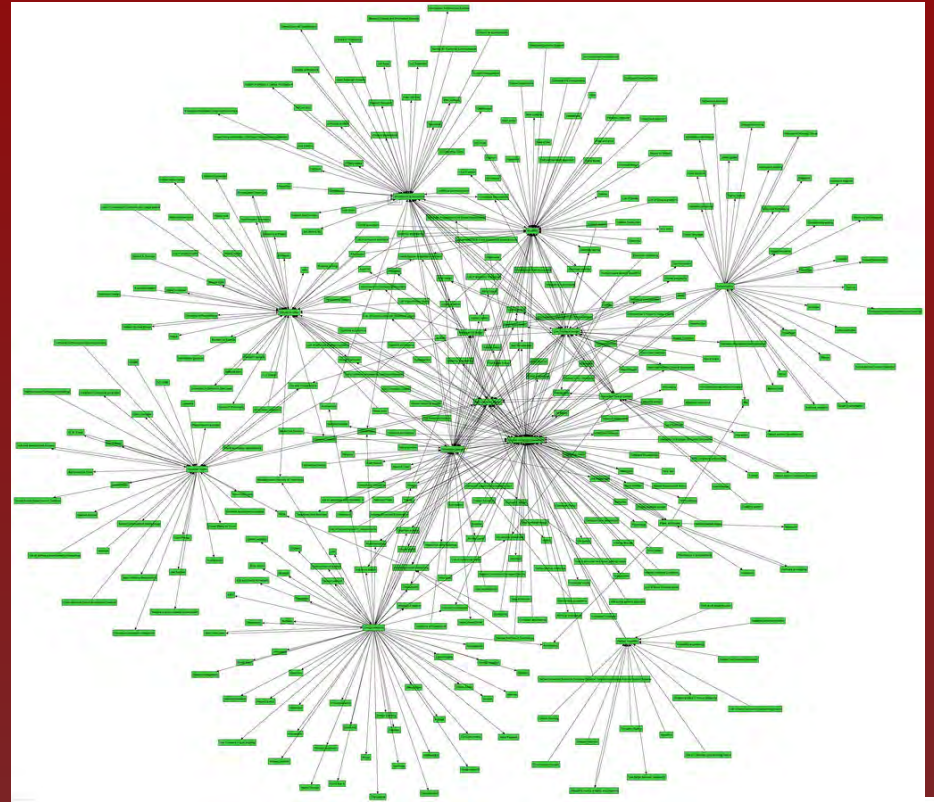
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Sketch Your Project

Consult

Sketch your project

- Jot notes

- Create a mind map or concept map

- Write a one-page description

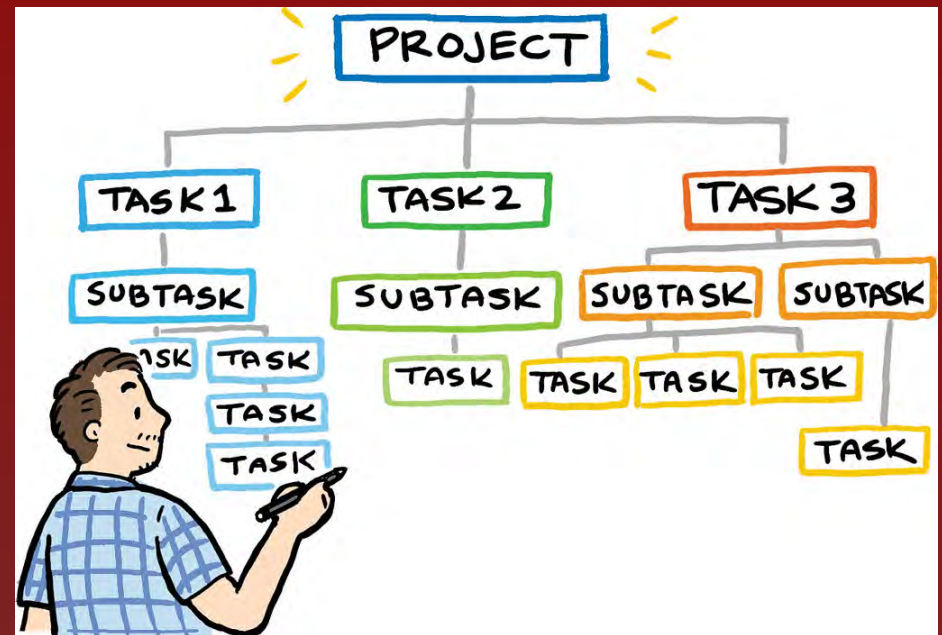This Photo by Unknown Author is licensed under CC BY

Outline Goals, Objectives, and Deliverables

Consult

- Identify what you need money for

- Ballpark how much money you need and why

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Look for Federal Opportunities: Grants.gov

- Grants.gov: Central clearinghouse for federal grants
    - https://www.grants.gov/web/grants/search-grants.html
- Grants.gov opportunity emails subscription
    - https://www.grants.gov/web/grants/manage-subscriptions.html
- Grants.gov workspace format for submitting proposals
    - https://www.grants.gov/applicants/apply-for-grants.html

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Look for Specific Federal Opportunities

- National Endowment for the Humanities
    - https://www.neh.gov/grants
- National Institutes of Health
    - https://www.nih.gov/grants-funding
- National Science Foundation
    - https://www.nsf.gov/funding/
- U.S. Department of Education
    - https://www2.ed.gov/fund/grants-apply.html?src=ft

Look for Funders: Other Sources

Develop

- Opportunities tab on the SPO website
- SPO emails (sign up via the SPO website, Contact SPO tab)
- Grantstation: https://grantstation.com/
- Academia: https://www.academia.edu/grants
- Foundation Center: https://fconline.foundationcenter.org/

Refine Your Project Idea

Develop

- Carefully read guidelines
- Outline proposal sections
- Recruit collaborators
- Talk with colleagues
- Contact program officers
- Read sample proposals
- Attend webinars
- Read FAQs
- Do your homework!

Thriving Congregations Initiative

REQUEST FOR PROPOSALS
2020

L illy Endowment is pleased to announce its **Thriving Congregations Initiative**. Through this endeavor, the Endowment seeks to support charitable organizations located in the United States in developing new or strengthening existing programs that will work directly with congregations to help them: 1) explore and understand their rapidly changing social and cultural contexts; 2) gain greater clarity about their values and mission; and 3) draw on Christian practices from their theological and ecclesial traditions to adapt their ministries to the demands of their changing contexts. The ultimate aim is to help congregations strengthen their ministries and thrive so they can better help people deepen their relationships with God, enhance their connections with each other and contribute to the flourishing of their communities and the world.

Eligible charitable organizations may submit proposals for **up to $1 million** that may be used for up to a five-year period to design and implement programs that support Christian congregations and help them thrive. In this open and competitive grants initiative, the Endowment anticipates awarding approximately **50 grants** to charitable organizations that submit exceptionally promising and compelling proposals that advance the aim of the initiative and demonstrate the capacity of the organization to design, implement and sustain a high-quality program.

Charitable organizations interested in participating should submit an interest form by May 1, 2020. **Proposals are due by June 1, 2020.** The Endowment anticipates announcing grant awards in the fall of 2020.

*Please note that the deadline to submit and interest form has been extended to May 1, 2020.

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Assemble Documents

- Face page or cover letter
- Abstract
- Project Description
- Biosketches
- Letters of Commitment
- Budget
- Budget narrative

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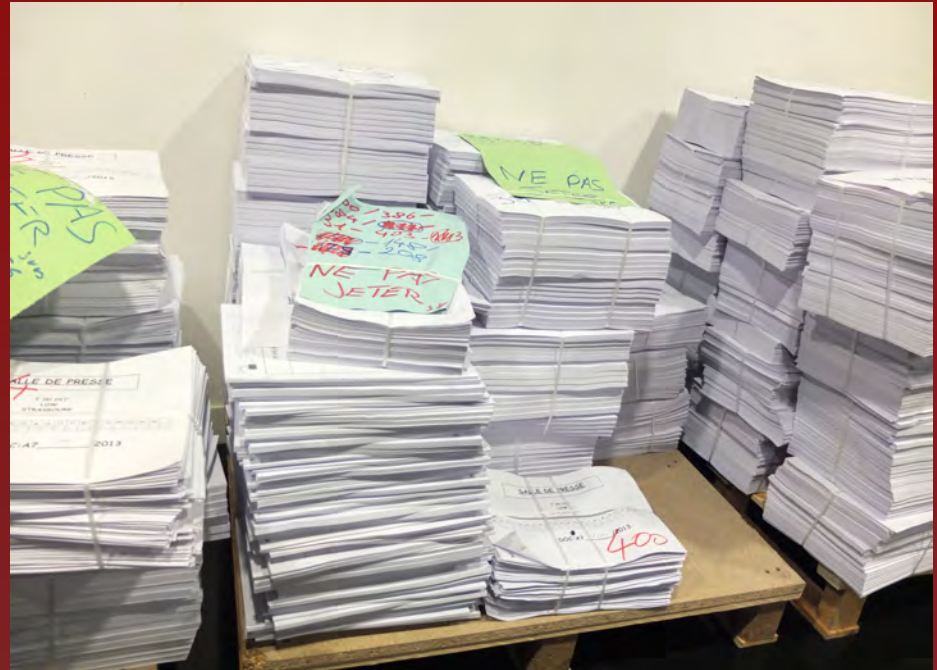
GRANT BUDGET PROCESS

Katie Millsom

Associate Controller/Grant Administrator

CREATING A BUDGET

BUDGET ELEMENTS

Each grantor is different so make sure you read the budget requirements for your grant.

Here are some standard budget categories:

- Salaries & Wages
- Benefits
- Consultant Fees
- Travel
- Supplies & Materials
- Services
- Indirect Costs

SALARIES & WAGES

Determine the effort you will be putting into the grant.

Course Releases

- Grants may fund your salary that is already being paid to you and you can request a course release(s) to have time to work on the grant. This benefits the University as it results in budget savings. Make sure to obtain approval for course release(s) from your Dean.
  - School of Education course releases are as follows: 1 course release = 7.5% effort, 2 course releases = 15% effort, etc.
  - College of Arts and Sciences: 1 course release = 16.67% effort, 2 course releases = 33.33% effort, etc.

Summer Work/Stipend

- Grants can fund your time above and beyond your regular contract work.

  - Any work done in summer months outside of your regular contracted months is paid to you.
  - Work done above and beyond your regularly contracted hours, with some limit, may be funded.

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PERSONNEL

How should I classify the personnel on my grant?

Employees

- Anyone already employed by the University must be paid as an employee though the University's payroll.

- Anyone hired to work on the grant where the University controls most of their work/schedule must be paid as an employee.

- Benefits must be built into the budget.

Consultants

- Third party consultants can be paid through Accounts Payable and will receive a 1099, if applicable.

- Consultants dictate their own hours/work schedule.

- Make sure your budget includes a realistic hourly rate and number of hours (effort).

BENEFITS

Benefits are part of the cost of paying employees and must be included in your budget:

- Full-time Faculty: 26% of salary
- Part-time Faculty: 15% of salary
- Administrative Staff: 28% of salary
- Staff/Administrative (Non-Exempt): 35% of wages
- Students: 10% of wages

SUBAWARDS

Transferring a portion of the programmatic work under a grant award to another institution or organization, a subrecipient.

- The University can be a subrecipient of a grant award from another institution, or another institution can be a subrecipient of funding from the University.

- Either way, the subrecipient institution must submit a budget to the prime awardee institution.

- Letter of support often required.

- Typically involves coordination with other institution's grant office.

INDIRECT COSTS

Indirect costs are the primary financial benefit
the University receives from grant work.

- Indirect costs help provide budget support to the University and cover overhead and administrative oversight expenses associated with grants.
- Federal grants use the University's federally negotiated indirect cost rate of 51.4% on a basis of salaries & wages (not including benefits).
- Private/Foundation grants may offer a lower rate, such as 10% on a basis of total direct costs.
- Waiving indirect costs requires the approval of your Dean.

Plan it out!

- Lay out the details of your grant budget on a sample template or a template provided by the grantor.

- Use budget categories prescribed by grantor.

- Calculate percent effort for personnel.

- Travel – see gsa.gov – per diem rates

- Consider the grant period (if multiple years, you may want to build in inflation of 3%).

University of Redlands — Budget Form

SAMPLE BUDGET JUSTIFICATION

Provide details!

- Let the reviewers know that your budget is thoughtful and that costs are accurate and support your project objectives.

- Include details such as specific names, hourly rates, etc.

- Show calculations on how you arrived at amounts.

- Make sure the categories on your Budget Justification match the categories on the grantor's budget form/template.

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Budget Justification

<Project Name> <Project Dates>

Salaries and Wages: $xxx,xxx

<Name>, Project Director, will be responsible for <describe responsibilities>. He/She will devote x% effort during the grant period. $xx,xxx will be contributed by the University.

<Name>, Project Co-Director, will be responsible for <describe responsibilities>. He/She will devote x% effort during the grant period. $xx,xxx will be contributed by the University.

<Undergraduate/Graduate> student workers will be hired to <describe roles and responsibilities>. $xx,xxx (x students * $x/hour * hours/week * x weeks) is requested from <Grantor>.

Overall, $xxx,xxx is being requested from <Grantor> and $xx,xxx is being contributed by the University.

Fringe Benefits: $xx,xxx

Benefits are calculated at the institutional rates of 35% for staff/administrative (non-exempt) employees, 26% for full-time faculty, 15% for part-time faculty, 28% for administrators and 10% for student workers.

$x,xxx is requested from <Grantor> for the staff/administrative (non-exempt) employees; $x,xxx is requested from <Grantor> for the full-time faculty; $x,xxx is requested from <Grantor> for part-time faculty; and $x,xxx is requested from <Grantor> for administrators and $x,xxx is requested from <Grantor> for student workers.

$xx,xxx is being contributed by the University for administrative employees; $x,xxx is being contributed by the University for full-time faculty.

Overall, $xxx,xxx is being requested from <Grantor> and $xxx,xxx is being contributed by the University.

Consultant Fees: $xx,xxx

Consultants will be hired to <describe roles and responsibilities of contractors>. $xx,xxx ($x/hour * x hours) is requested from <Grantor>.

GRANT ROUTING FORM

Get approval!

- Internal routing form to provide University approval prior to submission of grant application.

- Requires approval from Principal Investigator, Budget/Sponsored Programs, Dean/Provost, and Vice President for Finance/CFO.

- Get pre-approval for any commitments (course releases, waiving of indirect costs, cost shares/matches, etc.)

- Can now route electronically but please don't wait until the last minute!

QUESTIONS?

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🔗 https://sites.redlands.edu/sponsored-programs/

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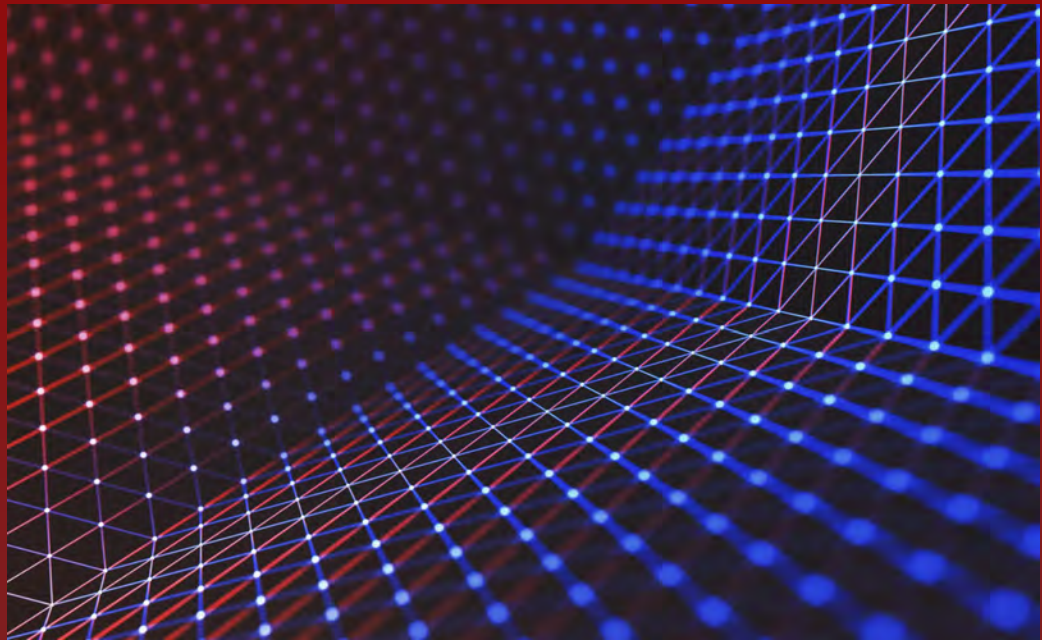Redlands
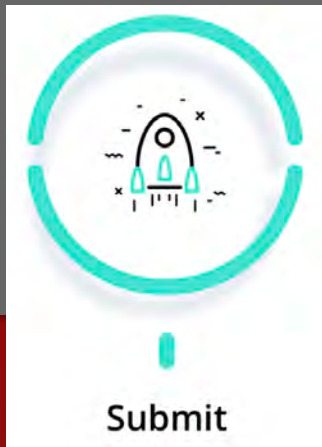
- SPO typically submits proposals for the proposal writer on behalf of the university

- Submitting 2–3 days before a deadline is optimal

Sponsored Programs Office

Future Sessions

- Refining Proposal Ideas

- Finding Funders

- Developing Solid Budgets

- Writing Fundable Proposals

- Revising Proposals

Contact Us / Visit SPO / Sign Up

sites.redlands.edu/sponsored-programs/

Sponsored Programs

| The Process | Roles and Responsibilities | Fact Sheet | Documents, Forms, Links, and Templates | Opportunities | Contact SPO |

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Receive periodic emails about grant opportunities and Sponsored Programs Office news.