Grants 101:

- How grant funding works.
- How to assess if a grant is a good fit for you and your project.
- Ways to benefit from your colleagues’ grant expertise.
- Develop an overview of the proposal writing process and how to approach it with a plan.
- Find out how to get some of the best grant training there is... serve as a reviewer.
We offer strategic proposal development services for ODU tenure track and tenured faculty.

- Review solicitation to ensure eligibility and match with project.
- Support large/multi-disciplinary proposals.
- Project/proposal planning.
- Assist with identifying collaborators.
- Review draft proposals to ensure solicitation requirements are addressed and clearly presented.
- Provide intensive edits for correct language, usage, grammar and spelling – or a ‘quick’ final edit.
ODU Research Development Team

Karen Eck
Assitant VP for Research

Dan Campbell
Research Development and Outreach Coordinator:
Manages intramural funding programs, issues Funding Alerts, and coordinates ODU Science Pubs

Jackie Stein
Director of Research Development

Manages Limited Submissions, oversees intramural funding programs and coordinates strategic institutional projects

Elizabeth Saltzman
Grant Development Specialists:

Steve Landowne

Barbara Mann

Manages NIH & health-related funders

Manages NSF, DoD & tech-related funders

Manages Education, NEH, NEA, Business, and Foundation funders
How do you convince a funder to give you money for your research?

1. Through a grant proposal that addresses the type of project the funder wants to support, and describes research that is both feasible and worth doing.

2. Through your cv, which must demonstrate you are well qualified to undertake the project – in other words, through peer-reviewed publications related to your research project.
Use ODU’s Funding Search Engine to find funding and sign up to receive alerts regarding relevant grant opportunities.
Results of a search using the key word “immunology.” To narrow your search, ‘right click’ or ‘left click’ the light blue buttons along the left side of the page to include or exclude categories.
Other Strategies for Finding Funding:

- Set up an automated search in GrantForward. It will search for you and email you opportunities. Adjust key words to fine-tune searches if they are not relevant.
- Look for general funding opportunities that cross disciplines.
- Check professional societies – some offer funding and awards; they are also an excellent way to network.
- Ask mentors and others in the field about their funding.
- Attend conferences and seek opportunities to meet funding officers from government agencies and foundations.
- If your topic is related to another discipline, search for funding using that terminology as well.
- Sign up for the Office of Research *Funding Alerts* – email Dan Campbell!
So many funders...
Which one is right for your project?
Getting funded is about “fit.”

➢ When you think you have identified a potential funding mechanism, make sure your research interests and goals align with those of the funder.
SUMMARY OF PROGRAM REQUIREMENTS

General Information

Program Title:
Major Research Instrumentation Program (MRI) Instrument Acquisition or Development

Synopsis of Program:

The Major Research Instrumentation Program (MRI) serves to increase access to shared scientific and engineering instruments for research and research training in our Nation's institutions of higher education, not-for-profit museums, science centers and scientific/engineering research organizations. The program provides organizations with opportunities to acquire major instrumentation that supports the research and research training goals of the organization and that may be used by other researchers regionally or nationally.

Each MRI proposal may request support for the acquisition (Track 1) or development (Track 2) of a single research instrument for shared inter- and/or intra-organizational use. Development efforts that leverage the strengths of private sector partners to build instrument development capacity at MRI submission-eligible organizations are encouraged.

The MRI program assists with the acquisition or development of a shared research instrument that is, in general, too costly and/or not appropriate for support through other NSF programs. The program does not fund research projects or provide ongoing support for operating or maintaining facilities or centers.

The instrument acquired or developed is expected to be operational for regular research use by the end of the award period. For the purposes of the MRI program, a proposal must be for either acquisition (Track 1) or development (Track 2) of a single, well-integrated instrument. The MRI program does not support the acquisition or development of a suite of instruments to outfit research laboratories or facilities, or that can be used to conduct independent research activities simultaneously.

Instrument acquisition or development proposals that request funds from NSF in the range $100,000-$4 million may be accepted from any MRI-eligible organization. Proposals that request funds from NSF less than $100,000 may also be accepted from any MRI-eligible organization for the disciplines of mathematics or social, behavioral and economic sciences and from non-Ph.D.-granting institutions of higher education for all NSF-supported disciplines.

Cost-sharing of precisely 30% of the total project cost is required for Ph.D.-granting institutions of higher education and for non-degree-granting organizations. Non-Ph.D.-granting institutions of higher education are exempt from cost-sharing and cannot include it. National Science Board policy is that voluntary committed cost sharing is prohibited. Please see the solicitation text for definitions of organizational types used by the MRI program.
How can you learn more about the funder?

Explore the funder’s website.
Things you may be able to learn from the funder’s website:

How does the funder describe its overall mission?

The Program

The MAP Fund is founded on the principle that exploration drives human progress, no less in art than in science or medicine. MAP supports original live performance projects that embody a spirit of deep inquiry.

In particular, MAP is interested in supporting artists that question, disrupt, complicate, and challenge inherited notions of social and cultural hierarchy across the current American landscape.

MAP supports projects that address these concerns through the processes of creating and distributing live performance to the public, and/or through the content and themes of the work itself.

The program pursues its mission by welcoming applications for aesthetically-diverse, live performance projects that operate in dialogue with the current socio-political climate, and by employing a new group of peer reviewers and panelists each year who are empowered to recommend the projects they believe most align with our goals through a rigorous evaluation process that is moderated by MAP staff.
Who will review your proposal?

Things you may be able to learn from the funder’s website:

are empowered to recommend the projects they believe most align with our goals through a rigorous evaluation process that is moderated by MAP staff.

MAP awards $1 million annually to up to 40 projects in the range of $10,000 - $45,000 per grant. The key features of the program are:

- An open submission policy: MAP welcomes applications from artists and organizations across the US. Committed to the fullest expression of inclusivity, we hope to discover the freshest ideas and practices in the field, thus continuously seeding new growth.

- Panelists and evaluators who are committed to the Fund’s ideals: To review applications, MAP hires artists and arts professionals who have demonstrated their own excellence of craft, leadership, and spirit of generosity to their peers. Their guiding role in MAP award selections allows the program to be responsive to movement in the field, as well as the socio-political moment, rather than to be prescriptive. MAP invests full authority in reviewers and panelists to interpret the program goals according to that knowledge and expertise, within facilitated conversations. Reviewers and panelists reflect the range of diversities MAP supports in its grantees (aesthetic, racial, ethnic, gender, geographic, career stage, independent artists and those connected to institutions).
What has the funder previously supported?

Things you may be able to learn from the funder’s website:
Consider:

The deadline: Is it feasible?

Funding amount: Is it enough, but not too much?

Eligibility requirements: Are you eligible?

Level of PI experience expected: Are you qualified, but not overqualified?
How can you learn even more about the funder?

Ask colleagues and mentors.
After you have learned everything you can from outside sources...

Talk with an inside source: Contact the Program Officer.
Talking with the Program Officer

- Email to set up a time to talk.
- Include some possible times in your email.
- Briefly describe your project.
- The goal of your email is to get a call!
- Never ask a question that is already answered on the funder’s website.
- Remember that their job is to encourage you to apply, so don’t misinterpret positivity.
Timing is everything.
ODU faculty grant proposals are submitted on behalf of the university by the ODU Research Foundation, a separate 501(c)3 organization that administers grant funding on behalf of the University.

Email PreAward @odu.edu with information about your grant project, and a Grants and Contracts Administrator (GCA) will be assigned to work with you. GCAs provide invaluable help with budgets, complete grant forms, and submit proposals.
Submitting proposals on time:

- You MUST notify the Research Foundation of that you plan to submit a completed proposal *at least 5 business days* before the funder’s deadline.

- Your completed proposal is DUE to Pre-award *at least 5 business days* before the funder’s deadline.

Plan ahead to prevent problems like...

- The stress of an impending deadline, which can contribute to errors.
- Other proposals are likely to be ahead of yours in the queue.
- ODU’s transmission systems could go down.
- No time for an appropriate review by the GCA.
- The department chair or dean may not be available to provide required signatures.
**Proposal Submission at ODU**

It begins with a project idea...

Next, the PI identifies an appropriate funding program.

Is it a limited submission?

- **YES**
  - PI MUST email limitedsubmissions@odu.edu and first obtain authorization to apply. An internal competition may be held to select the applicant(s).
  - The PI can also request grant development assistance.

- **NO**
  - PI submits proposal.

PI emails preaward@odu.edu for assignment of a Grant and Contract Administrator (GCA).

**STANDARD NOTIFICATION LEAD TIMES:**
- 30 days: standard proposals;
- 90 days: complex proposals or proposals with sub-recipients;
- 90 days: large program grants and centers.

5 Working Days Before GRANT DEADLINE:
- PI provides GCA with all required proposal components, such as abstract, narrative, letters of support, bios, etc.
- GCA conducts a review of the complete proposal package and recommends changes needed for compliance.

GCA submits proposal.

GCA creates an online Proposal Transmittal Form that must be electronically signed by PI, any Co-PIs, Chair(s), Dean(s), and VP for Research (as required).

GCA completes sponsor proposal package.

GCA approves final budget.

GCA takes a lead role in:
- Identifies collaborators (if needed).
- Assigns responsibility for grant sections and deadlines.
- Develops proposal narrative and other sections.
- Finalizes Budget with GCA.

*Looking for FUNDING OPPORTUNITIES?*

Visit the Funding Searches page at the Office of Research website to:
- Search the GrantForward database at: www.grantforward.com.
- Find links to videos on how to use GrantForward.
- Sign up to receive the weekly Funding Listserv.

Contact the Research Development and Outreach Coordinator with any questions.

**ODU Office of Research**
Planning will help get the proposal written

With non-negotiable deadlines, it’s helpful to work backwards to determine how long you will need to devote to working on your proposal and to identify intermediate steps. The process of reverse planning can also increase motivation and goal expectancy.

1. Start by thinking about the end goal: in this case, submitting a compelling, well-written proposal that addresses all the requirements laid out in the solicitation.
Planning will help get the proposal written

2. Make a list of the different components required. In addition to the narrative, will you need a Data Management Plan? Letters of Collaboration or Support?

3. With the goal in mind, work backwards and identify the steps you need to accomplish to get there. What’s the last step you will need to take before your proposal is submitted to the ODU Research Foundation? Perhaps you’d seek feedback from a mentor. Before that, you might proofread your proposal to check for typos and ensure clarity. When will you need to ask for a letter or create a draft?
Planning will help get the proposal written

4. Describe each step as clearly as possible; this will help you understand which tasks are likely to require the most effort or creativity, and allot your time accordingly. Be realistic about potential difficulties or obstacles you might face as you work.

5. Outline all of the steps and put them in order, with estimated timeframes for completion.

6. Then look at the calendar and work backwards from the deadline to determine a target date for each step.

7. Write your target dates on your calendar and follow the plan!
Get Ready to Write:

- Understand how the final grant will be submitted... format, page limits and character count.

- Identify all grant components – including ‘extras’ like letters of support, data management plans, etc.

- Prepare an outline using the headings given.
### NEA GRANT APPLICATION FORM

#### Character Counts in the NEA Grant Application Form:
Some special characters, such as ampersands, quotation marks, and apostrophes, take up more character counts than others in webforms, including the Grant Application Form. This is because certain characters are translated into HTML code which takes up more than one character space. If you notice a higher than expected character count when you enter information, here are a few tips:
- Transfer your text into a text only utility like Notepad before pasting it into the Grant Application Form. This will delete hidden HTML code to ensure the proper capture of your text. However, any formatting you had will be deleted.
- Use a solution other than special characters. For example, instead of using quotation marks for titles of works, put them in italics and that won’t affect character count.
- Use only one space after the end of sentences. Single spaces after punctuation marks (periods, commas, colons, etc.) only reduce the character counter by one character. If you enter two spaces after a period, HTML coding adds extra spaces.
- Also, save character space by limiting the use of tabs.

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#### PART I: Organizational Information

**Mission/purpose of organization:**
1500 characters

Briefly summarize the mission and purpose of your organization. For non-arts organizations (e.g., universities, human service agencies), summarize your mission as it pertains to your cultural programs or services.

**Organization Budget:**
Complete this section based on the most recently completed fiscal years. If you are a parent organization, this information should refer to the component on whose behalf you are applying. (Probably best to go with figures from Fred Bayerstoffer for Arts and Letters?)

**Organization Budget Directions:**
Provide the requested information for your organization for the most recently completed fiscal year, the previous fiscal year, and two years prior. If you are a parent organization, provide this information for the independent component on whose behalf you are applying (e.g., for a university project, provide the information for the independent component, not the entire university). For independent components, use the space to discuss the fiscal health of your organization, or to explain the relationship the independent component has with the larger entity (e.g., “museum guards and utilities paid for by university”). If your organization is a smaller entity that exists within a larger organization (such as literary organization housed at a college or university), submit information for the smaller entity and follow the instructions for parent organizations and independent components. This is intended to show your organization’s fiscal activity as it relates to operations. Do not include activity related to a capital campaign (such as raising money for an endowment fund).

Use the following definitions when completing this form. Unaudited figures are acceptable.

**Income**
- **Earned:** Revenues that are received through the sale of goods, services performed, or from investments. Examples: ticket sales, subscription revenue, contractual fees, interest income.
- **Contributed:** Gifts that are received which are available to support operations. Examples: annual fund donations, grants for general operating or project support, in-kind contributions.

**Expenses**
- **Artistic Salaries:** Costs that are directly related to the creation, production, and presentation of art work. Examples: fees for dancers, choreographers, actors, curators, artistic directors, contributors to literary publications. Include arts personnel that are on your staff as well as those that are paid on a contract or fee basis.
- **Production/exhibition/service expenses:** All program or service delivery costs, excluding artistic salaries and fees that are listed above. Examples: presentation costs; costs of sets, costumes, lighting, publication costs, literary magazines. Administrative expenses: All other costs that are incurred during the normal course of business. Examples: outside professional non-artistic services, space rental, travel, marketing, administrative salaries, utilities, insurance, postage.

**Note:** The figures are subject to verification by the Arts Endowment.

#### Applicant Information

<table>
<thead>
<tr>
<th>1000 characters</th>
<th>Discuss the fiscal health of your organization. In addition, you must explain:</th>
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<tbody>
<tr>
<td></td>
<td>1) any changes of 15% or more in either your income or expenses from one year to the next, and</td>
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<td></td>
<td>2) plans for reducing any deficit (include the factors that contributed to the deficit and its amount).</td>
</tr>
</tbody>
</table>

**Applicant Discipline:**
- Drop-down list
  - None of the above

**Applicant Description:**
- Drop-down list
  - College / University

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#### PART II: Project Information

**NEA Grant Category:**
- Drop-down list
  - Art Works

**NEA Office/ Discipline:**
- Drop-down list
  - Presenting & Multidisciplinary Works
Get Ready to Write:

- Use section headers provided by the funder.
- Organize sections in the order given in the RFA.
- Check the criteria and make sure you address them fully in the appropriate section(s).
- Get someone else to read your grant – choose someone representative of the proposal audience if possible.
Secrets of Success

- Become a reviewer!

- You don’t always need to have had funding to serve on a Review Panel.

- Try volunteering to review with professional organizations, foundations, or mock review panels, and sign up online.

- When you look at grants from the perspective of the reviewer, you will have a different understanding of the process.
Questions?