

John Brown University

Guidelines for Writing and Requesting Grant Support

I. Initiation of a Grant Proposal

Since a request for external funding needs the commitment and endorsement of the University, the following guidelines will promote discussion with the appropriate department chair, dean or supervisor to determine how the proposed project relates to the teaching, scholarship and/or services goals of John Brown University. These discussions will help identify early in the process whether the potential fundability of the project, likely sources of funding and the necessary commitments for matching funds, personnel and facilities are feasible.

- A. The Grants Office will provide assistance on the different aspects of the proposal preparation process including: researching funding sources, interpreting guidelines, helping with budget preparation, providing required attachments, reviewing drafts and copying and mailing the final proposal.
- B. The essential writing of the proposal will come from the Project Director as she/he is the most knowledgeable source of the specific proposal, and the person who will be responsible for the administration of the grant if awarded.

II. Basic Principles for Grant seeking

- A. The project must be consistent with the mission and priorities of John Brown University.
- B. The Division Chair, Center Director (if applicable) or other direct supervisor and the appropriate vice president must approve the project concept before a proposal is developed for submission to an external funding source.
- C. The Grants Office must review all proposals before submission to a funding source.
- D. All proposals involving collaboration with other organizations must follow the same procedure.

III. Project Development Sheets

- A. The initial stage begins with the Project Development Sheets (see attached). These forms are designed to assist in a description of the proposal, the goals and objectives, an estimated budget with information related to the University resources necessary to proceed with the project if funded and lastly, the signature page required from the reviewers. (Please call x7254 if additional extensive budget guidelines are needed.)
- B. When the Project Development Sheet is completed, the Project Director writes the proposal with oversight from the Grants Office who will edit the document, give advice on writing/formatting, assure that deadlines are met, supply general institutional information, and provide research assistance.

IV. Approval Process

- A. The Grants Office will notify the Project Director when the Project Development Sheet has been returned. A meeting will be scheduled to review the proposal and make revisions if necessary.
- B. The final draft will be prepared prior to the foundation's deadline, and if necessary, submitted to the VP of University Advancement who will sign off on the proposal and present it to the President for any changes, final approval and signature.
- C. Budget expenditures will need to be reviewed and approved by the Business Office.

V. Proposal Submission

The Grants Office will prepare all finalized materials and send the request to the funder by the deadline date.

VI. Proposal Award

If a proposal is funded, the Grants Office will call a post-award meeting with the Project Director, his/her direct supervisor, business officer personnel, and other relevant parties to discuss project implementation, administrative duties and to ensure that all parties are aware of their respective responsibilities. Post-award duties (quarterly and annual reporting, budget management, etc.) will be the direct responsibility of the Project Director with the Director of Development serving as consultant. All communication relevant to the awarded grant must be approved and/or filed in the grants office.

VII. Rejected Proposal

If a proposal is not funded by the foundation, the Grants Office will meet with the University personnel involved in the project to plan appropriate inquiry calls to the foundation and formalize future proposal attempts.

PROJECT DEVELOPMENT WORKSHEET

Complete and sign the top section of the Project Development Sheet. Attach a brief (1 to 2 pages) project summary that covers A through F below. Route the Project Development Sheet along with the project summary to the appropriate individuals for review and comment.

- A. Project Description: Use the following questions as a guide for providing a brief description of your proposed project.
- 1) What are the specific purposes and needs for this project?
 - 2) What are the goals for this program, both immediate and long-term?
 - 3) What are the major components of this program?
 - 4) What is the project's timetable?
 - 5) How will it be evaluated or assessed?
 - 6) How will the results be disseminated to others (if applicable)?
 - 7) Is this project original to John Brown University or are we emulating another University's program? If it is original, explain how.
 - 8) Is the project a challenge grant, if yes, with whom? How will the funds be matched?
 - 9) Possible funding sources if known.
- B. Estimated Budget:
- 1) Include information on the total budget of project and anticipated amount of grant request.
 - 2) Provide a breakdown by major categories; i.e. compensation, benefits, equipment, travel, student help, etc.
- C. Anticipated Cost-Sharing/Matching Requirements by John Brown University, indicate source of any cost-sharing, required match and/or space allocation.
- D. Are there costs to John Brown University following the grant period? If so, explain.
- E. Are there other divisions of the University impacted by this proposal? If so, explain.
- F. Project Development Needs: What types of assistance will you need to develop the grant proposal?

PROJECT DEVELOPMENT SHEET

Name: _____

Department: _____ Campus Phone _____

Proposed Project Title _____

Proposed Funding Source (if known): _____

Anticipated amount of request _____

Cost sharing, matching and/or space allocation (requires Cabinet approval) YES NO

Amount of cost sharing or match: _____

Space allocation location: _____

Due date for proposal submission (if applicable): _____

Signature of Project Director

Date

Division Chair or Direct Supervisor (if applicable)

Date

Vice President or SCLE/CHR Director (required)

Date

*Please return the Project Development Worksheet and Project Development form to
Dr. April Moreton, Senior Director of Development
Chapman Administrative Offices room 222.*