



Guidelines for Requesting Grant Support

As a request for external funding requires the commitment and endorsement of the University, the following guidelines were developed for faculty and staff seeking grant support from individuals, corporations, foundations, or government agencies. Ultimately, the process for writing and submitting a grant at Stevenson University is designed to promote discussion about how a proposed project relates to the teaching, research, and/or service goals and priorities of the institution. In most cases, the funding received belongs to the university, not the individual who wrote the proposal.

Role of the Office of Sponsored Programs and Research

The Office of Sponsored Programs and Research (OSPR) will work with faculty and staff on **grant opportunities** that support the University's strategic plan. OSPR will provide assistance on numerous aspects of the proposal preparation and submission process, including:

- researching funding sources
- interpreting guidelines
- providing required attachments
- reviewing/editing drafts
- preparing budgets and justification
- gathering approval signatures on the required internal forms
- submitting the final proposal
- acting as the University's authorized signing official

Role of the Office of University Advancement

The Director of the Office of University Advancement (OUA) will provide specific assistance to anyone seeking **non-research related funding through corporations or foundations**. OUA's role in these cases is similar to that of the Office of Sponsored Programs and Research (OSPR). The OUA will help in preparing budgets for submission and will help complete all forms and assurances. The OUA will work closely with, and will provide assistance to, the OSPR as needed to ensure that the university's leadership is aware of all proposals to external funding sources and that proper records are maintained.

Process for Grant Seekers

- I. Grant Development Worksheet
 - A. The Project Director (PD)/Principal Investigator (PI) must complete this form as the initial step to the grant application. The Grant Development Worksheet is designed to provide a brief description of your project proposal, the amount of funding requested, an explanation of how the project will impact the University's resources, and of how the project aligns with the University's

mission and strategic plan. A copy of the **program guidelines or program announcement should accompany the worksheet**. The information provided on this worksheet will determine whether the administration will allow you to pursue this opportunity.

- B. The Assistant Director of the Office of Sponsored Programs and Research will assist in securing the required signatures on the Grant Development Worksheet. However, as a first step, it is generally helpful if the PD/PI can secure his or her immediate supervisor's signature.
- C. The Assistant Director of the Office of Sponsored Programs and Research will notify the PD/PI when the Grant Development Worksheet has been approved. An electronic copy will be sent to the PD/PI for his or her records.

II. Developing the Grant Proposal

- A. Once the Grant Development Worksheet is approved, the PD/PI will work with the Office of Sponsored Programs and Research or OUA (if applicable), to refine the proposal. Specifically, OSPR and OUA will help edit the proposal, provide advice on writing/formatting, supply general institutional information, assist with budget preparation and justification, and ensure that deadlines are met.
- B. In most cases, the essential vision and writing of the proposal will be the responsibility of the Project Director (PD)/Principal Investigator (PI) as he or she will be the most knowledgeable on the specific subject area and will be responsible for the administration of the grant, if awarded.
- C. When a PD/PI is seeking funding from a federal agency, processing the application includes obtaining signatures from many university administrators and usually takes several days. It is, therefore, essential to provide the Office of Sponsored Programs and Research with a grant proposal draft ten business days prior to the submission deadline.
- D. The PD/PI will also need to assemble a list of documents noted in the program guidelines or program announcement. These may include letters (support, collaboration, permissions, facility use, etc.), bio sketches (CV's), and other supporting documentation. A checklist will be provided to the PD/PI by the OSPR to ensure the application packet is complete.
- E. With the assistance of the OSPR or OUA (if applicable), the PD/PI will prepare a working budget and budget justification.

III. Grant Submission Cover Sheet

- A. Ideally, at least ten business days prior to the published deadline of the proposal, the completed proposal along with the Grant Submission Cover Sheet should be submitted to the Assistant Director of Office of Sponsored Programs and Research.
- B. Once the proposal has been reviewed by OSPR and the OUA (if applicable), the proposal will be routed with the Grant Submission Cover Sheet for signatures.

IV. Proposal Submission

- A. The Assistant Director of the Office of Sponsored Programs and Research, or if applicable, the Director of Corporate, Foundation and Government Relations of the OUA will prepare all finalized materials and send the request to the funder by the deadline date. Most grant proposals may only be submitted by an Authorized Signing Official of Stevenson University. The Director and the Assistant Director of the Office of Sponsored Programs and Research are both

authorized to do this.

- B. The OSPR or OUA (if applicable), will provide a copy of the submitted proposal to the PD/PI.
- C. Original copies of the proposal and application materials will be retained in the Office of Sponsored Programs and Research files or in the Office of University Advancement (if applicable)

V. Proposal Award

- A. If a proposal is funded, the Assistant Director of the Office of Sponsored Programs and Research will share the award documentation with the Grants Operations Team, which includes members from the Office of Sponsored Programs and Research, the Office of University Advancement, the Business Office, and the Dean's Office, to ensure proper administration of the grant. Occasionally the award notification goes directly to the PD/PI. In this case, the PD/PI should forward a copy to the OSPR/OUA as soon as possible.
- B. Post-award duties (quarterly and annual reporting, budget management, etc.) will be the direct responsibility of the Project Director/Principal Investigator, with the Office of Sponsored Programs and Research, Office of University Advancement, and Financial Administrator serving as consultants.
- C. All communication relevant to the awarded grant, including interim, annual and final reports and budgets, must be filed in the Office of Sponsored Programs and Research.

VI. Approved Funding

- A. Please see the [OSPR Services for Funded Grant Proposals](#) link for details regarding ongoing guidance and responsibilities for funded grant proposals.

If you have questions about Stevenson University's grant seeking process for faculty and staff, please do not hesitate to contact Rebecca Van Horn, Assistant Director, in the Office of Sponsored Programs and Research at rvanhorn@stevenson.edu or ext.2591.