

Grant Funding: Getting Started Checklist

<input type="checkbox"/> 1.	Identify research or outreach concept.
<input type="checkbox"/> 2.	Contact the Grant Specialist at the Office of Sponsored Programs for assistance (Anita.Kleppe@uni.edu) in locating funding for concept.
<input type="checkbox"/> 3.	Following selection of funding opportunity, review the RFP/Application thoroughly to be sure you understand everything that is involved.
<input type="checkbox"/> 4.	Run your idea by the grant's Program Officer. Your contact with the Program Officer can be crucial to the success of your proposal.
<input type="checkbox"/> 5.	Get approval to pursue funding from your Department Head, Dean, or appropriate authority. If your College has an identified Grant Coordinator, contact that person as well.
<input type="checkbox"/> 6.	Identify potential grant collaborators. Arrange meetings to seek their involvement. <i>Coming soon, search the UNI Professional Interest database (UNI PI) for potential collaborators in other Colleges or Divisions.</i>
<input type="checkbox"/> 7.	Request or collect data, CVs, budgetary needs, letters of commitment/support and other pertinent information needed to plan, support, and write the grant.
<input type="checkbox"/> 8.	Identify and select writers for each of the grant's sections.
<input type="checkbox"/> 9.	Assign due dates for the planning and preparation of your grant, the budget and appropriate attachments or appendices. The Grant Specialist at the Office of Sponsored Programs can provide you with assistance.
<input type="checkbox"/> 10.	If you are to submit your grant electronically, register now for submittal. Early registration can prevent delays later.
<input type="checkbox"/> 11.	Download Grant Content Checklist

Grant Content and Procedures Checklist

1. Abstract

- a. Identify the grant applicant. The grant applicant is always the “University of Northern Iowa”, never an individual or departmental unit.
- b. Address each of the following:
 - Credibility-the University's ability to carry out the project
 - Problem
 - Objectives
 - Methods
 - Evaluation
- c. Indicate the total cost of the project and the amount requested

2. Introduction

- a. Be concise
- b. Identify the key individual(s) and department unit(s) that will conduct the project.
- c. Describe the University’s
 - Purposes and goals related to the project
 - Programs and activities related to the project
 - Clients or constituents
- d. Provide the University’s accomplishments related to the project
- e. Lead logically to the problem/need statement

3. Problem/Need Statement

- a. Prepare this section in a concise and **compelling manner—why should they fund your grant over anyone else?**
- b. Address the literature review thoroughly, focusing on need and originality
- c. Support every claim with data / statistics / quotes

4. Objectives

- a. State objectives in measurable terms
- b. Describe population that will benefit from this project

5. Work plan / Methodology

- a. Ascertain that the work plan appears logical after the objectives section
- b. Align the workplan with the time & resources of the proposal
- c. Provide rationale for selected activities
- d. Describe project’s activities
- e. Provide timing of activities
- f. Assign responsibilities to Principal Investigators, staff, and collaborators for each activity.

6. Evaluation

- a. Present a plan for evaluating the project's accomplishments
- b. Outline who will conduct evaluation and experience of the selected evaluator
- c. State criteria for success
- d. Explain how data will be collected and analyzed
- e. Explain any test instruments or questionnaires to be used
- f. Discuss evaluation reports to be prepared

7. Dissemination

- a. Discuss how project results will be disseminated to others via such mechanisms as websites, conference presentations, journal articles, and others

8. Qualifications of Key Personnel

- a. Describe the Principal Investigator's education and experience as it relates to the grant proposal.
- b. Describe others' education and experience as it relates to the grant project

9. OSP Review

- a. Provide narrative to OSP Grant Specialist for review at least 2 weeks prior to deadline if you would like to have your grant reviewed.

10. Budget

- a. Provide a detailed breakdown of all project costs. Refer to the Office of Sponsored Programs website for examples and fillable budget form. *Coming Soon.* (www.uni.edu/osp)
- b. Include matching funds only if required by the funding agency. Obtain written commitments from the department(s) that will provide the matching funds.
- c. Detail fringe benefits, separate from salaries
- d. Include all consultants and/or subcontractors
- e. Include appropriate indirect costs and rate, if applicable
- f. Obtain budgetary feedback from the Office of Sponsored Programs Grants Specialist and/or Grants and Contracts staff, Edward Ebert or Michele Mullings-Shand within 5-7 days of the deadline.

11. Submittal

- a. Complete Request for External Funds (REF) and obtain signatures (<http://fp.uni.edu/osp/images/files/externalFundsRequest.xls>)
- b. Edit, complete, and print final required forms. Downloadable federal forms can be found soon at www.uni.edu/osp/preparingproposals.htm
- c. Enclose appendices
- d. Prepare Table of Contents and Cover Sheet; if one is not provided by the funding agency ensure that the application cover page includes a space for the University's authorized official to sign.
- e. Bind your proposal appropriately. Be aware that most federal agencies prefer unbound proposals.
- f. Submit your proposal according to specified deadlines. Initiate electronic submittals at least 5 days prior to the deadline.

- g. Upon notification of funding, inform OSP and download Grants Management Checklist (Coming Soon)
- h. If your grant is not selected for funding, be prepared to resubmit (most successful grants are resubmitted grants). Request reviewer comments and make changes accordingly for the next submittal date.