External Funding

Where does the money come from? and How do I get it?
Overview

- Definitions
- What is external funding and why do I need it?
- Types of funding
- How do I find opportunities?
- Planning, drafting and submitting a proposal
Definitions

- **PI** – The Principal Investigator (aka Project Director) is the person responsible for a funded project.

- **RFP** – The Request for Proposal is the sponsor’s description of what they will fund and the guidelines for preparing a proposal.

- **Sponsor** – The person, agency, or organization that provides the external funding.
What is external funding and Why do I need it?

- Grants – Scholarships and Fellowships
- Contracts
- Benefits to the individual
- Benefits to the sponsor
- Benefits to the WORLD! (we hope)
**Types of funding mechanisms**

**Grants**
- An award of financial assistance in the form of money to a grantee with no expectation that the funds will be paid back.
  - Scholarships
  - Fellowships
  - Project awards

**Contracts**
- A contract is an agreement between two parties that creates an obligation to perform (or not perform) a particular duty.

Must follow applicable federal, state, sponsor, and institutional regulations
Compliance considerations

- Funding agency (sponsor) regulations
- Program regulations (as listed in the RFP)
- Institutional regulations
- State/local regulations
- Federal regulations
How do I find funding opportunities?

- Grants.gov
- Community of Science (www.cos.com)
- Foundation Center
- Individual agencies and sponsors
- Research similar programs/departments
- Network at conferences/meetings
- Talk to people!
Using Community of Science

- Access www.cos.com from any La Verne computer
- Search without registering
- Select COS Funding Opportunities, Search COS Funding Opportunities to open the search window
- General search, Advanced Search, or use the Search Wizard
What do I look for?

- Mission of the sponsor includes you and/or your areas of interest
- Specific funding opportunity matches your interests
- Eligibility requirements
- Timing of application deadline
Found one! Now what?

- READ THE GUIDELINES VERY CAREFULLY AND MAKE NOTES!
- Call program officer with any questions
- Find examples of funded projects
- Talk to your colleagues
- Understand any approval process that may be required
- Create a plan and writing timeline
- Read the guidelines again
- Create an outline that uses the headings from the RFP and use the language of the RFP
General information to convey in a project grant:

- **Introduction** – “Place” your topic, and assume that readers don’t know the specifics
- **Objectives** – What are you going to do?
- **Significance/Need** – Why are you going to do it? Why does this work need to be done and why should you be funded to do it?
- **Background** – What has already been done and how will you build on that?
- **Methodology** – How are you going to do it? Why are you going to do it that way? What if it doesn’t work?
- **Budget** – How much will it cost? Justify your costs!
Writing resources

- **Foundation Center's Proposal Writing Short Course** (http://fdncenter.org/learn/shortcourse/prop1.html)
- **Guide for Writing a Funding Proposal** (http://www.learnerassociates.net/proposal/)
- **NIH Grant Writing Tips** (http://grants2.nih.gov/grants/grant_tips.htm)
- **Grants and Grant Writing Index** – Science Magazine (http://sciencecareers.sciencemag.org/career_development/previous_issues/articles/0210/grants_and_grant_writing_index/)
Drafting your proposal

- General information to convey in a project grant:
  - **Introduction** – “Place” your topic, and assume that readers don’t know the specifics
  - **Objectives** – What are you going to do?
  - **Significance/Need** – Why are you going to do it? Why does this work need to be done and why should you be funded to do it?
  - **Background** – What has already been done and how will you build on that?
  - **Methodology** – How are you going to do it? Why are you going to do it that way? What if it doesn’t work?
  - **Budget** – How much will it cost? Justify your costs!
Basic budgeting rules

- Be compliant with the RFP restrictions
- Be realistic with your request
- Don’t pad the budget, but don’t scrimp either
- Justify your costs
- Provide quotes and supporting info for large or unusual items
Final review and submission

- Ask a colleague to read and comment on your proposal – someone who will really help you
- Review all of your documents before submission
- Verify that any required approvals have been obtained
- Submit your proposal
- IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR PROPOSAL IS RECEIVED
Questions?
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