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ALL ABOUT GRANTS

“Giving You the Competitive Edge!”

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Write a Grant? Me?

If you're asking yourself —“Why would I want to write a grant proposal?”—you're missing the point. Grant funds are a practical way extend limited budgets. You're also missing that sense of triumph you experience when your grant is awarded.

Need a new piece of lab equipment that's not in the budget? Grant dollars can make it possible. Want time to develop online courses for a new graduate program? Grant funds can pay for course reassignment time and a graduate assistant. Need a trip to Russia to finish research for a manuscript? Well, you get the idea.

Successful proposals begin with a good idea and depend on how persuasive you are in selling your idea to reviewers, how well you convince reviewers that you

offer the best solution to an identified need or problem, and how well you convince reviewers that you can get the project done.

HOW TO GET STARTED?

1. Identify a funding source.

2. Read program guidelines.

What kinds of projects do they fund? What are the program priorities? Budget requirements? Review criteria?

3. Develop a Proposal Plan.

Determine what resources you have or need? Personnel? Equipment? Use a team approach. What expertise do you need to gather data, conduct *the project*, write sections of the proposal?

Develop a schedule to ensure that you meet the deadline.

4. Write, review, and edit your proposal.

Have you aligned your project objectives

with the evaluation section? Have you shown that project personnel have the expertise to complete the project?

No matter where you are in your grant writing career—novice or expert—program specialists in the Office of Sponsored Research and Programs (SRP) can help. Colleagues who are successful grant getters also are a great resource.

REMEMBER. . . “perfect writing does not exist; effective writing does.” Even professional writers have editors correct their work; non-professionals should have help, too.

KEYS TO SUCCESS?

FOCUS YOUR TIME AND ENERGY!

MAKE USE OF SRP SERVICES!

WRITE—REVIEW—EDIT!

BE PERSISTANT!

What Grant Getters Say...

“This year I received an NEH scholarship that will allow me to take one year off from teaching and finalize my work on my manuscript on the extraordinary financial sources of Stalin's industrialization. Finally, after several years of the painful balance of teaching and writing I will be able to concentrate entirely on writing. What a pleasure!”—**Elena Osokina, Department of History.**

“Outside funding from NIH, as well as awards from the National Headache Foundation and pharmaceutical companies has been instrumental in developing my lab. I have been able to maintain and, in some cases, extend my research and purchase state-of-the-art equipment. It (outside funding) has opened windows of opportunity that would not have been available otherwise.”—**Paul Durham, Biology.**

“Although the University pays my salary as Director of the Missouri Fine Arts Academy, grant funds from the Missouri Department of Elementary and Secondary Education and the Missouri Fine Arts Council support all other aspects of the program. Without the grant funds, there would be no need for my job.”—**Julie Bloodworth, College of Arts and Letters.**

Grants.gov—Find. Apply. Succeed.



Grants.gov (www.grants.gov) is the new electronic system for identifying federal funding opportunities and for submitting proposals. Although several Federal agencies have their own electronic submission systems, ultimately Grants.gov will be THE single access point for over 900 grant programs offered by the 26 Federal grant-making agencies.

Applicants will be able to FIND and APPLY for Federal funding through Grants.gov.

Navigation of Grants.gov is easy. Simply use the colored tabs at the top of the homepage to access primary sections of the site or the links under the “Find Grant Opportunities” and “Apply for Grants” headings.

OTHER ELECTRONIC SUBMISSION SYSTEMS

e-Grants—U.S. Department of Education—www.ed.gov

FastLane—National Science Foundation (NSF) www.nsf.gov

eGrants Phase II—Corporation for National & Community Service (CNCS), AmeriCorps and Learn & Serve America Programs apply here. www.nationalservice.org/

eRA Commons—National Institutes of Health (NIH) www.nih.gov

Individual Foundations such as the Lumina Foundation.

IIPS—Department of Energy <http://e-center.doe.gov>

Upcoming Workshop!

Project Budgeting Made Easy

Bill Alter, Presenter

Tuesday, April 19
Cheek Hall 209
2:30—4:30 p.m.

Friday, April 22
Cheek Hall 209
2:30—4:30 p.m.

Online Grants Tutorials

Looking for online tutorials about proposal writing?

The National Institutes of Health (NIH) grants tutorials can be found at www.niaid.nih.gov. This tutorial will help biomedical investigators plan, write, and apply for the basic NIH research project grant, the RO1. Applicants still need to follow the PH398 guidelines.

The National Science Foundation (NSF) Proposal Guide—www.nsf.gov

The Art of Grantsmanship www.hfsp.org/how/ArtOfGrants.htm

Proposal Writer's Guide—www.research.umich.edu/proposals/PWG/pwgcontents.html

The Foundation Center's

Proposal Writing Short Course <http://fdncenter.org/learn/shortcourse/prop1.html>

Catalog of Federal & Domestic Assistance (CFDA) Writing Grant Proposals www.cfda.gov

U.S. Dept. of Education Grant Writing Tips www.ed.gov/admins/grants/apply/techassist/resource_pg5.html

E-Gads! E-Grants!

With government mandates for establishing a paperless grant process, federal agencies are scrambling to get their online systems in place. Several agencies already require electronic proposal submissions. Similarly, many foundations now have online submission requirements. Don't assume that because the

proposal will be submitted online you can wait until closer to the deadline to submit your proposal. Not every system can handle heavy traffic. You can miss your deadline while trying to upload your proposal!

If you plan to submit a proposal electronically—keep in mind that it must be approved by your administra-

tors, e.g., department heads and deans. Just like hard copy submissions—proposals submitted electronically require a signed Internal Approval Form. Only authorized University representatives can sign off on proposal submissions.

Contact us early so that we can help you streamline the process!

What Is An LOI?

In the world of grants, LOI can stand for two documents—the Letter of *Intent* and the Letter of *Inquiry*. Each document serves a different purpose in the proposal development process.

Some funding agencies will ask for a Letter of *Intent* to help determine how many proposals will be submitted for an upcoming competition. This document is brief and to the point—Southwest Missouri State University will submit a proposal to the U.S. Department of Education School Leadership Program. Letters of *Intent* are usually

voluntary and do not commit the applicant to submitting a proposal. Generally, they are submitted via e-mail.

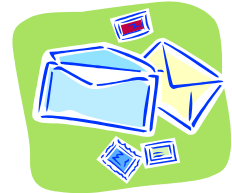
LOI also can stand for a Letter of *Inquiry*—sometimes known as a pre-proposal—used by public and private funding agencies. Private funding sources may refer to the Letter of *Inquiry* as a letter proposal. Letters of *Inquiry* frequently require the following information:

- Profile of the applicant and their background;
- Applicant's mission statement;

- Project description and proposed budget; and
- Description of activities to carry out the project..

A funding agency will review the LOI to see if the proposed project fits their interests. Applicants will then be invited to submit a full proposal or notified that they are denied.

Unlike Letters of *Intent*, Letters of *Inquiry* are required. Be sure to read the program guidelines carefully to ensure that you have sufficient time to develop a full proposal.



Write the Right Word

How Many Data Are There?

Data is (are?) plural. It is the plural of the Latin DATUM and is a collective noun referring to facts and figures. So do you use a singular or plural verb with it?—data IS or data ARE? Technically, the plural form is correct, but some dictionaries and style books say either is acceptable. This is probably a case of knowing your subject and your audience. If you are talking about a single set of figures to a lay audience, data IS

may be more appropriate. In a technical paper, reporting results obtained from extensive analysis, stick with data ARE.

Rest Assured

- **Assure** means to give assistance—I can assure you that this information is correct.
- **Ensure** means to guarantee—We must double check to ensure the figures are correct.

- **Insure** is only used in reference to insurance—This policy will insure you against a financial loss.

In practice, the distinction between ensure and insure is disappearing but it's still more correct to use ensure unless you are talking about insurance.

Source: Gary Moran, Publications Coordinator for NDSU Agriculture Communication February 1997

“It is perfectly okay to write badly—as long as you edit brilliantly.”

C.J. Cherryh

Getting the Money Justifies the Means?

Writing is a form of power that carries a heavy ethical burden. People will be influenced and persuaded by your proposal. That's how one proposal is funded over another. The goal of grant writing is to receive funding—but not at any cost. Below are five tips to help grant writers avoid ethical pitfalls.

1. Subject awareness: Grant Writers must understand the program for which they are applying and how it relates to the

University and its mission statement.

2. Honesty—Responsible grant writers do not falsify facts, use tentative findings as conclusive evidence, or present a few facts as representative of the whole,

3. Valid reasoning—Ethical grant writers avoid making hasty generalizations, asserting casual connections where none exist, and using invalid examples.

4. Sound evidence—A winning proposal

contains real circumstances supported by qualified, objective sources, and avoids plagiarizing.

5. Plagiarizing—Ethical grant writers acknowledge borrowing another person's ideas and words by documenting the source.

Excerpted from *Writing a Winning Grant Proposal* by Jon M. Shane. FPI Law Enforcement Bulletin May 2003, Vol. 72, Issue 5, p12

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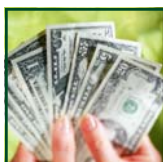
About SRP

SRP is the ONLY office offering pre-award assistance to all faculty and staff in developing and submitting grant proposals.

Our Mission: *To increase the number and quality of grants awarded to faculty and staff by providing effective pre-award assistance. SRP program staff help you:*

- Expand your thinking about research and program development.
- Conduct grant writing workshops.
- Register you for SPIN and SMARTS—access to electronic funding sources.
- Coordinate proposal development teams.
- Develop project budgets.
- Review and edit proposal drafts.
- Submit proposals.

www.srp.smsu.edu



\$upport for Faculty & Staff

SMSU allocates over \$500,000 annually to support faculty research and other scholarly activities. University grant funds enable faculty to establish credibility in developing and managing grant projects before pursuing funding from external agencies.

Public Affairs Grant Program—awarded to faculty and/or staff groups who wish to sponsor activities that contribute to the goal of the public affairs mission.

<http://publicaffairs.smsu.edu/how/pagrant/pagrantmain.htm><http://>

Funding for Results Grants—awarded for creative projects developed by faculty members to enhance teaching and learning. www.smsu.edu/acadaff/ffr/default

***Faculty Research & University Grants**—awarded to support new research, creative or scholarly activities or quality projects not likely to receive external funding.

***Contact** Graduate College to apply www.smsu.edu/graduate

****Sabbatical Leave**—ranked faculty members eligible for sabbatical leave after completing 12 semesters of service to SMSU.

****Educational Leave**—ranked faculty members wanting to complete an advanced degree can apply for a semester or one-year leave subject to recommendation by the President and approval by the Board of Governors.

****Contact** Graduate College for more info www.smsu.edu/graduate

*****Course Reassignment Fund**—reassignment from one course can be obtained to develop a proposal. If approved by the department head and SRP, department reimbursed up to \$2,500 after proposal is submitted.

*****Travel Fund**—faculty or staff can travel to meet with a grant program officer to strengthen their application or revise a proposal for re-submission. Departments/units reimbursed up to \$1,000 after proposal is submitted.

*****Matching Equipment Funds**—enables grant applicants to meet equipment matching costs related to a grant proposal.

*****Contact** SRP office to apply—836-5972.