

# THE GRANT WRITING PROCESS

Prepared By:  
Elizabeth Noel, PhD  
Associate Vice President, Research  
Office of Research and Development



# THE GRANT WRITING PROCESS



- Begin with a well-defined idea that you can support with documented facts.
- Recognize and accept that the grant writing process is time consuming.
- Designate a scheduled time during which to focus on grant writing - daily/weekly.
- Begin writing with the intended end clearly in focus.



# THE GRANT WRITING PROCESS

IN THE BEGINNING, REVIEW

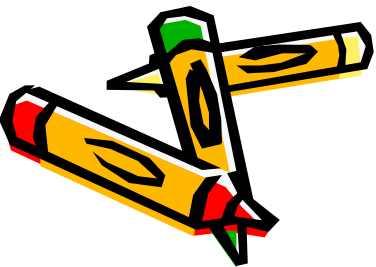
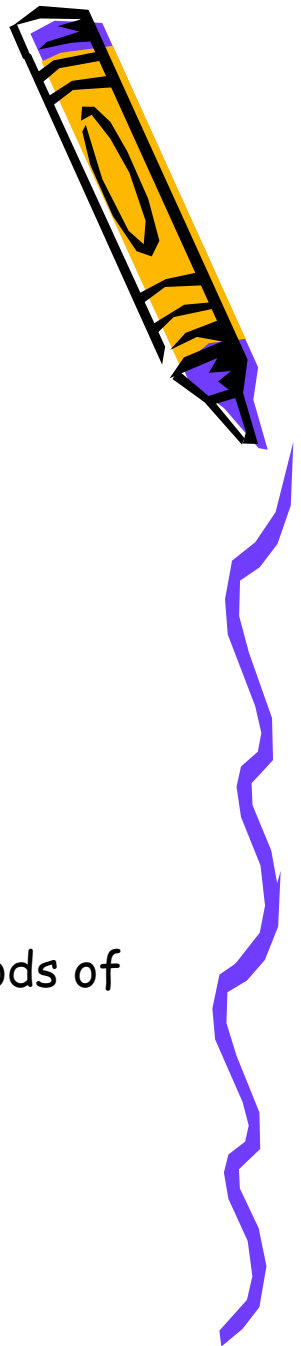
## THE PVAMU MISSION

- Teaching/Learning
- Research/Discovery
- Service/Outreach/Engagement

## THE PVAMU VISION

Move boldly with imagination for adaptation of traditional methods of behavior to new problems and needs in the 21<sup>st</sup> century.

(Source: 1998-2001 University Catalog)

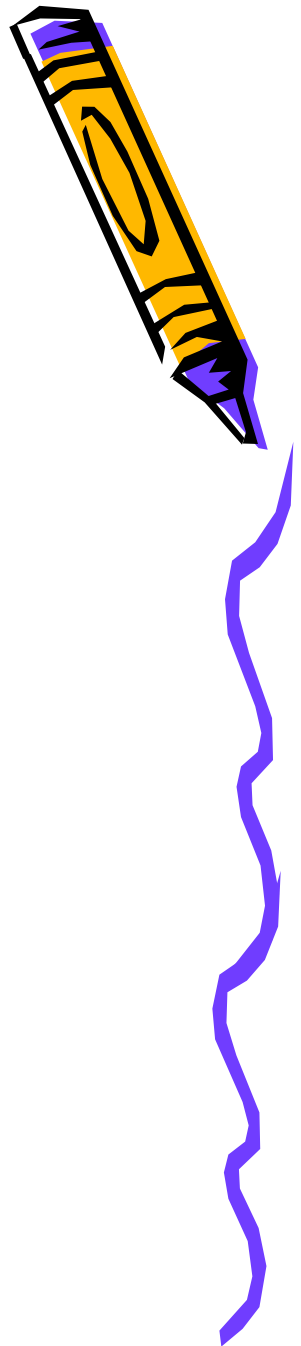


# THE GRANT WRITING PROCESS

IN THE BEGINNING, REVIEW

## THE PVAMU CORE VALUES

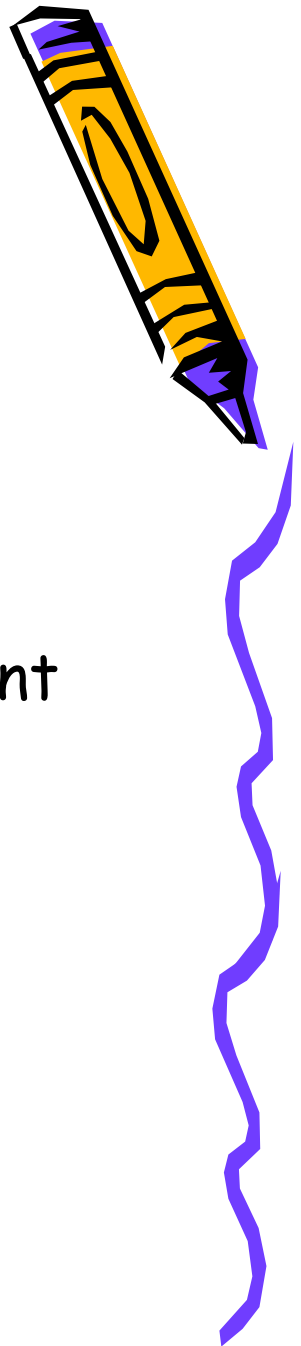
- Access and Quality
  - Diversity
  - Leadership
  - Relevance
- Social Responsibility
  - Accountability



# THE GRANT WRITING PROCESS

## IN THE BEGINNING, REVIEW THE PVAMU GOALS

- Strengthen the quality of academic programs
- Improve the academic indicators of the student body
- Increase applied and basic research
- Strengthen environmental health and safety programs on campus
- Achieve (and maintain) financial stability



# THE GRANT WRITING PROCESS

IN THE BEGINNING, REVIEW

## THE PVAMU GOALS

- Increase the efficiency of University operations
- Promote programs that contribute to student success
- Strengthen University advancement programs including fund-raising
- Increase and enhance the visibility and awareness of the University to the community at large/ALL stakeholders
- Strengthen the quality of the Athletics Program



# RESEARCH IS . . .



- a systematic investigation that includes development, testing and evaluation
- designed to develop or contribute to generalizable knowledge
- Activities which meet the aforementioned definitions whether or not they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities.

Reference: Title 45, Code of Federal Regulations, Part 46.102.



# TYPES OF RESEARCH



- **University/Organized Research**

research and development activities that are separately budgeted and accounted for by the institution under an internal application of institutional funds.

Reference: TAMUS Regulation 15.01.01, Administration of Sponsored Agreements-Research and Other.





# TYPES OF RESEARCH



- **Departmental Research**  
research, development and scholarly activities that are not organized research and consequently, are not separately budgeted and accounted for.
- **Sponsored Research**  
research and development activities that are externally sponsored by federal and non-federal agencies and organizations.

Reference: TAMUS Regulation 15.01.01, Administration of Sponsored Agreements-  
Research and Other.



# TYPES OF SPONSORED PROGRAMS



**SPONSORED PROGRAMS** are typically non-research projects and activities that are supported in whole or in part with funds, materials, or other resources provided by sources outside the University as grants, contracts, or cooperative agreements.

These activities may also be categorized as research.

## 1. **Instruction and Training**

Special instructional activities established by grant, contract, or cooperative agreement.

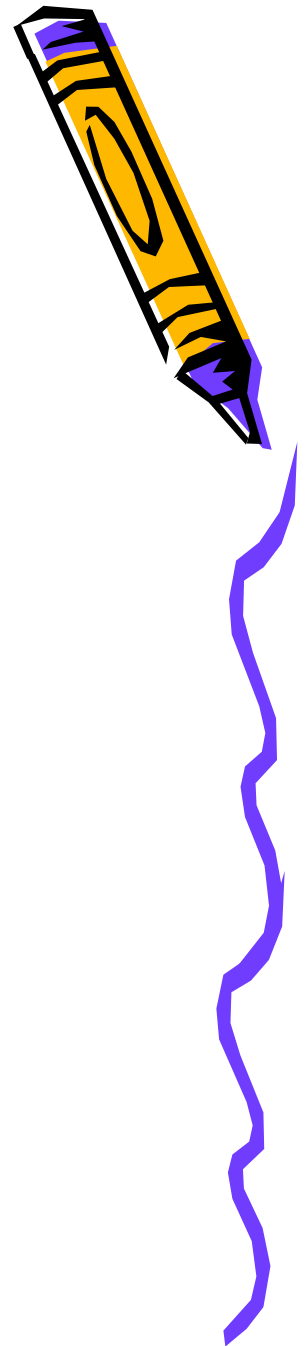
## 2. **Other Activities**

Programs and projects which involve the performance of work, i.e., community service projects and programs.

Reference: TAMUS Regulation 15.01.01, Administration of Sponsored Agreements-  
Research and Other.



# KEY DISCIPLINARY FIELDS\*



Agricultural Sciences  
Computer Sciences  
Environmental Sciences  
Medical Sciences  
Psychology  
Arts and Humanities  
Education  
Other

Biological Sciences  
Engineering  
Mathematical Sciences  
Physical Sciences  
Social Sciences  
Business Administration  
Law and Public Administration

\*This Key Disciplinary Fields listing is the result of a compilation from NSF and THECB disciplinary field notations.



# FEDERAL FUNDING SOURCES

Department of Agriculture (USDA)

Department of Commerce (DOC)

Department of Defense (DOD)

Department of Education (ED)

Department of Energy (DOE)

Department of Health and Human Services  
(DHHS)

Department of Homeland Security (DHS)

NOTE: Visit the website for any agency at: [www.\(acronym\).gov](http://www.(acronym).gov)



# FEDERAL FUNDING SOURCES

Department of Housing and Urban Development  
(HUD)

Department of the Interior (DOI)

Department of Justice (DOJ)

Department of Labor (DOL)

Department of State (DOS)

Department of Transportation (DOT)

Department of the Treasury

Department of Veterans Affairs (VA)

NOTE: Visit the website for any agency at: [www.\(acronym\).gov](http://www.(acronym).gov)



# STATE FUNDING SOURCES

- Texas State Grants Page

The State Grants Team provides technical assistance, statewide grants training and federal liaison services to Texas state agencies, all subdivisions of government, and nonprofit organizations.

[www.governor.state.tx.us/divisions/strategies](http://www.governor.state.tx.us/divisions/strategies)



# STATE FUNDING SOURCES

Texas Register (Grants Listing)

[www.sos.state.tx.us/texreg/index.shtml](http://www.sos.state.tx.us/texreg/index.shtml)

Published online every Friday and provides information on state funding opportunities.

- Texas State Agency List  
[www2.tsl.state.tx.us/trail/agencies.jsp](http://www2.tsl.state.tx.us/trail/agencies.jsp)

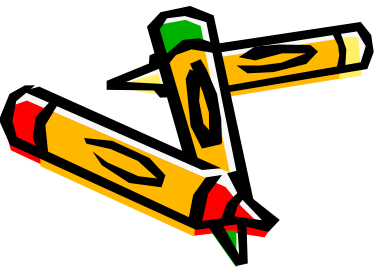
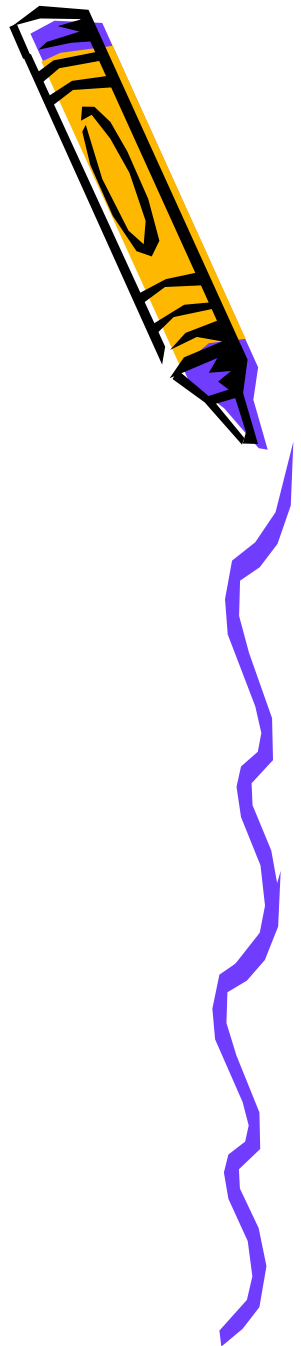
- Resources by Area  
[www.governor.state.tx.us/divisions/stategrants/resourcesbyarea](http://www.governor.state.tx.us/divisions/stategrants/resourcesbyarea)



# FOUNDATION FUNDING SOURCES

TOP TEN TEXAS FOUNDATIONS BY GIVING  
As of April 2007

- The Greater Houston Community Foundation
  - The Brown Foundation, Inc.
  - Exxon/Mobil Foundation
- Communities Foundation of Texas, Inc.
- The Susan and Michael Dell Foundation
  - Houston Endowment, Inc.
  - Susan G. Komen for the Cure
    - AT&T Foundation
- National Space Biomedical Research Institute
  - The Robert A. Welch Foundation





# TIPS for MATCHING NEEDS WITH OPPORTUNITIES



- Is the program you want to fund a priority of your organizational unit?
- What disciplinary field(s) support the planned program and who are the experts on campus in these disciplinary field(s)?
- What potential sources have been identified to fund the program?
- Do you have and/or can you establish a collaborative partnership or a cooperative team to complete the proposal?
- Will the program provide opportunities for teaching, research and/or service activities?



# TIPS for The Grant Writing Process



- Begin early
- Apply early and often
- Include a cover letter with your application, when applicable
- Anticipate and answer all questions
- If rejected, revise your proposal and apply again
- FOLLOW THE APPLICATION GUIDELINES - Give granters what they asked for and want
- Be explicit and specific
- Be realistic in designing your project
- Make explicit the connection between:
  - research questions/key issues of project and objectives,
  - objectives and methods,
  - methods and results,
  - results and dissemination plan
- FOLLOW THE APPLICATION GUIDELINES EXACTLY.



# A MASTER GRANT APPLICATION GUIDE



1. Organizational Structure - year founded, incorporation, 501©3 status, co-sponsors, chapter or membership status
2. Collaborative Information - list any partners and their role
3. History - describe when, why, and how the organization or program began
4. Mission or Purpose Statement for the Organization



# A MASTER GRANT APPLICATION GUIDE



5. Target Population - describe the people (clientele) your organization or program works with or the people affected by your work, i.e., how many people, gender, ages, location, characteristics (low income, disabled)
6. Need Statement or Problem Description - Describe why the program is needed or the situation that exists that you are trying to improve. If possible, include a few statistics, facts or references. **REMEMBER**, this component of the grant application usually requires advanced research.



# A MASTER GRANT APPLICATION GUIDE



7. Proposed Outcomes (Results, Objectives) - State the results you hope to accomplish during the specific period over time. Use quantitative terms or measures, if possible.
8. Benefits - State the benefits to participants, the community, or others as a result of achieving your proposed outcomes. Use cost-benefit data and scenarios when possible; compare the planned benefits to the cost of doing nothing, i.e., the problem will get worse, or the solution will be a more expensive approach.



# A MASTER GRANT APPLICATION GUIDE



9. Methods - Describe how the program will work. Include length, dates, number of participants, staff involved, activities, etc.
10. Evaluation - State how, when and who will evaluate the results or outcomes. What targets are you trying to achieve? What information or data will you collect or measure to learn if you're successful?
11. Reporting - State how, when or how often you will report evaluation results to funders.
12. Program or Project Cost - State the overall cost or budget.



# A MASTER GRANT APPLICATION GUIDE



13. Grant Request - what amount do you need and detail the proposed uses of the funds
14. Unit Costs - what is the cost per outcome, participant, cycle, etc.
15. Sources of Funding or Support - list the sources of the current funding for the organization, cash and/or in-kind support.
16. List of other information to include - articles, letters of support, brochures, results, annual report, etc.

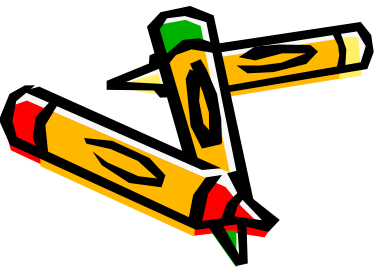


# THE GRANT WRITING PROCESS: IN SUMMARY



## For Your Research or Sponsored Program Ideas:

- Identify the primary/secondary disciplinary field associated with the idea.
- Confer with colleagues on campus to gain potential buy-in.
- Identify the academic, research, service programs and key personnel within those programs that might work with you on a proposal - Build a Team.
- Identify potential funding sources; Invest the time to Do Your Research.
- Learn the vision, mission, priority goals and funding priorities for the funding source. Has the source funded similar projects?
- If yes, secure program summaries of currently funded activities and any currently active program announcements or requests for proposals that might cover your idea.





# THE GRANT WRITING PROCESS: IN SUMMARY

For Your Research or Sponsored Program Ideas:

- Complete the Master Grant Application Outline. The format will be different for different funding sources, but the content required will be similar.
- Make contact with the Program Director at the funding source. Establish a collaborative relationship and potential partnership. Ask questions about programs.
- Make contact with the Office of Sponsored Programs and/or the PVAM Research Foundation to determine if anyone has funding from the potential funding source or funding for a similar/ related project.



# THE GRANT WRITING PROCESS: IN SUMMARY



**For Your Research or Sponsored Program Ideas:**

- Chart your course and Stay on that course; Avoid unnecessary detours. Allow 30-days or more to complete a proposal.
- Spread sugar, not salt - find partners, especially someone that will read your proposal against the guidelines prior to submission.
- If at first you do not succeed, use all feedback to revise your proposal and resubmit during the next funding cycle or submit to another potential funding source.
- REMEMBER, success is failure turned around.

**QUESTIONS? Contact the Office of Research and  
Development at 936-261-1550 for ANSWERS.**

