

# College of Education

## Quick Start Guide on Applying for Externally-funded Grants and Contracts

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	Page
1. Introduction	2
2. Grants & Contracts Support Structure	2
3. Getting Started & Grant Writing	3
4. Steps for Preparing the Proposal and Launching the Grant/Contract	5

# 1. Introduction

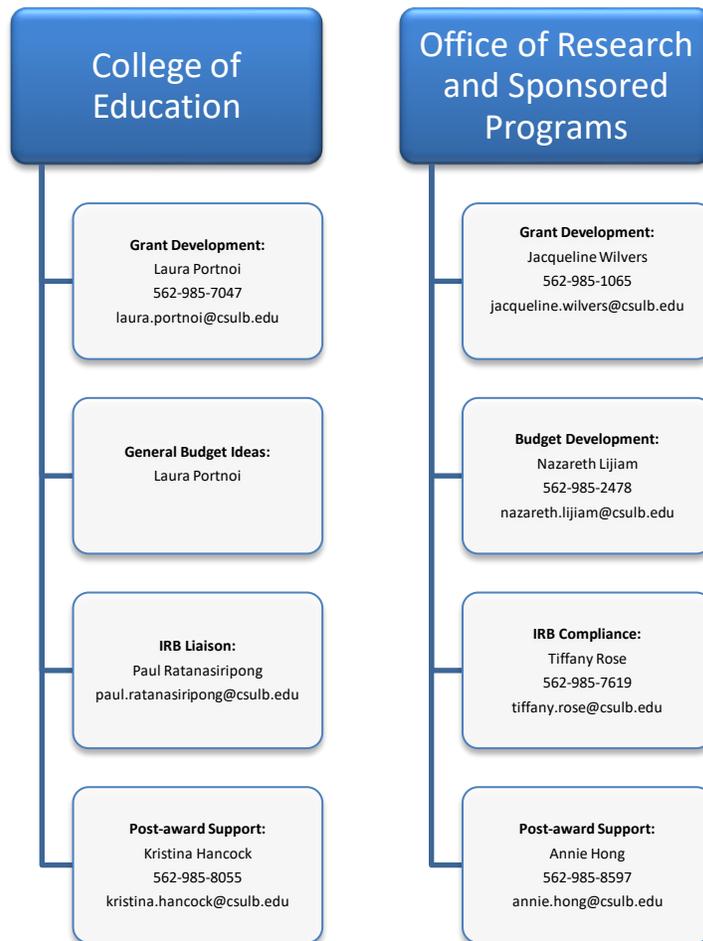
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The College supports faculty in their pursuit of external grants and contracts to promote scholarly and programmatic activities. This guide provides information on the collaborative College and University support structure for grants and contracts, information on getting started with applying for grants and contracts, and a checklist of steps to apply for and launch a grant or contract.

## 2. Grants & Contracts Support Structure

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The College and Office of Research and Sponsored Programs (ORSP) collaborate to support faculty (known as Principal Investigators, or PIs) in grant proposal development, budget development, IRB applications, and post-award activities.



**Getting Started:** Associate Dean Laura Portnoi serves as the first point of contact for grants and contracts, particularly for the processes of idea generation and selecting appropriate funding sources. She also oversees applications for college-wide grants and contracts.

Jacqueline Wilvers from ORSP also supports grant development by providing workshops and one-on-one consultations.

***Developing Budgets and Research Compliance:*** Nazareth Lijiam from ORSP assists faculty members in developing grants and contracts budgets. Laura Portnoi is available to help faculty brainstorm on the kinds of items they would need to include in a budget. Paul Ratanasiripong serves as the College's IRB Liaison, while Tiffany Rose oversees human subject compliance with CSULB's [Institutional Review Board](#).

***Managing the Grant (Post-award):*** Kristina Hancock assists faculty members with most post-award functions, including budget monitoring, hiring consultants and student research assistants, travel/mileage claims, direct expense forms, grant-funded scholarships, and supply orders. Annie Hong is our ORSP counterpart for post-award functions. The CSULB Research Foundation provides fiscal and human resources services to ORSP (and through ORSP to PIs).

### ***3. Getting Started & Grant Writing***

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This section provides resources on getting started and searching for grants, plus resources for grant writing.

#### **General Resources**

##### ***Idea Generation***

Not sure where to start? Associate Dean Laura Portnoi consults with faculty on getting started, generating ideas about projects involving grants and contracts, and searching for grant opportunities.

##### ***Grant Development Beachboard***

ORSP's Grant Development BeachBoard provides a wealth of resources on grant search tools, funding opportunities, proposal development, data management plans, and CSULB institutional data. It also includes sample proposals. Sign in to BeachBoard and set your role to "student" to access the site under "organizations."

##### ***New Faculty Guide to Competing for Research Funding***

The *New Faculty Guide to Competing for Research Funding* by Mike Cronin and Lucy Deckard is available via the University Library as a free download with sign in. The guide covers setting a research agenda, seeking funding sources, planning and writing a grant proposal, and tips for the grant writing process. Navigate to <http://www.csulb.edu/university-library> and type the title into OneSearch on the main page.

## Identifying Grant Opportunities

### *CSULB-Sponsored Grant Search Databases and Alert Services*

#### **SPIN Grant Search Engine**

Provides a searchable database with over 40,000 opportunities from more than 10,000 global public and private sponsors. See [ORSP's site](#) for more information.

#### **SMARTS Email Alert System**

Create email alerts in the SPIN grants system to receive targeted emails on funding opportunities that match your search criteria. See [ORSP's site](#) for more information.

### ***Grant Funding Opportunities in Education and Allied Fields***

The following websites provide links to key federal and state agencies that provide funding and grant opportunities in education and allied fields.

#### **Department of Education**

##### [Department of Education Grants Forecast – Current Fiscal Year](#)

Forecast of funding opportunities under the Department of Education discretionary grant programs, including Institute of Education Sciences, Office of Elementary and Secondary Education, Office of Postsecondary Education, and Office of Special Education and Rehabilitative Services.

##### [Department of Education Grant Applications](#)

Lists currently open grant competitions for the Department of Education.

##### [Institute of Educational Sciences Webinar Schedule](#)

Provides a listing of upcoming webinars via IES on topics such as grant writing and the application process.

##### [Institute of Educational Sciences Webinar Archive](#)

Archived webinars from IES on topics such as grant writing and the application process.

##### [California Department of Education Funding and Grants](#)

Lists funding opportunities available for schools and other organizations for a variety of funding purposes.

#### **Allied Funding Opportunities**

##### [Department of Health and Human Services Grants](#)

Grant forecast for discretionary and non-discretionary grants forecast for the Department of Health and Human Services (DHHS). Describes the grant process and provides tips for preparing proposals.

### [Department of Justice Office of Justice Programs Open Solicitations](#)

The Office of Justice Programs (OJP) provides innovative leadership to federal, state, local, and tribal justice systems, by disseminating state-of-the art knowledge and practices across America, and providing grants for the implementation of these crime fighting strategies.

### [National Institute of Mental Health Research Priorities](#)

Funding forecast and research strategy for grants to promote mental health.

### [National Science Foundation E-bulletin](#)

Grant forecast for active funding opportunities from the National Science Foundation.

## **Grant Writing Guides**

Various guides from academic and non-profit institutions provide general advice about proposal development. They cover topics ranging from how to write a compelling abstract to how to create a budget for projects based within university settings.

- The Foundation Center's [Grantspace](#) provides free proposal writing webinars (both live and recorded) and sample proposals.
- The University of Michigan hosts a useful [Proposal Writer's Guide](#).
- This American Council of Learned Societies article outlines the essentials of [proposal writing for fellowship competitions](#).
- Michigan State University's Jon Harrison curates a [compilation](#) of 100s of proposal writing resources.
- The National Institute of Health provides a [How to Apply-Application Guide](#).
- The National Science Foundation provides a [Guide for Proposal Writing](#).

## ***4. Steps for Preparing the Proposal and Launching the Grant/Contract***

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Preparing an external grant/contract proposal application package is known as the “pre-award” process. Proposal development begins at the college level with you as the Principal Investigator and culminates with transfer of the proposal application package to ORSP for submission to the sponsoring agency. Importantly, all grant/contract applications for external funding must be processed, approved, and submitted by ORSP.

## Overview of Key Steps



### Checklist of Steps to Prepare a Grant Proposal and Launch the Grant

- Identify funding opportunity via databases, forecast lists, and Requests for Proposals.
- Notify the Associate Dean for Graduate Studies (Laura Portnoi) and your department chair of your intent to apply for a grant. If you plan to apply for a grant from a foundation, also notify the Director of Development (Mary Anne Horton). Provide the following information: 1) a link to the grant solicitation/Request for Proposals, 2) the funding source, 3) the due date, and 4) who will work on the proposal.
  - Check to see if the grant solicitation limits proposals to one per university. If so, inform Associate Dean Portnoi so that the university may conduct an internal process to identify which proposal CSULB will submit.
  - Also check whether there are cost match requirements for the grant. If so, investigate whether the College and University can commit to cost matching before you begin working on the proposal. Cost matches are not typically able to be funded.
- Once you know you plan to write a grant proposal, complete the [Notice of Intent \(NOI\) form](#) (Step 4 on the ORSP web page) and submit electronically to ORSP.
- Familiarize yourself with [CAYUSE](#). CAYUSE is a web-based software tool for pre-award grant proposal preparation, processing, submission, and administration. You will use CAYUSE for the internal clearance process and submission of the grant application to ORSP. [Training](#) is available.
- Your grant may require a Letter of Intent (LOI) prior to submitting the full grant proposal. If a LOI does not require a budget, you may submit it directly to the sponsor. If the LOI **does** require a budget, it must go through the internal clearance process via CAYUSE and ORSP before submission.
- Develop your proposal, aiming to finish a first draft at least several weeks in advance of the due date. Have your draft(s) edited and reviewed by colleagues. Also be sure to prepare any required supplementary materials (e.g., an evaluation plan or data management plan).
  - ORSP provides an [Institutional Information Cheat Sheet](#) with information that may be needed in the grant application. Data from [Institutional Research and Assessment](#) or California Department of Education [Data and Statistics](#) may also be needed.
- Check to see if the sponsoring agency requires that Institutional Review Board procedures, if applicable, be completed prior to submission of the grant application.

❑ Simultaneous to writing the proposal, you will need to develop your budget and budget justification, working with ORSP Pre-Award Specialist Nazareth Lijiam.

- ORSP provides information on [budget preparation](#).
- Budget considerations: What is the indirect cost rate (also known as Facilities and Administration or F&A rate) required by the sponsoring agency? Does your budget (including indirect costs) fall within the maximum allowed per year, the correct number of years, and within the average awarded size (and any other guidelines in the RFP)? Have you factored in costs for any required budget items (e.g., travel to required annual meetings, costs for an external evaluator)? Have you included all costs associated with the project, including materials, equipment, participant incentives, dissemination, etc.? Have you accounted for costs going up over the duration of the grant (e.g., salaries, travel)?
- Note: If your proposal requires an indirect cost rate lower than the university's standard rate (check with Nazareth Lijiam at ORSP), Associate Dean Portnoi must request approval via the Associate Vice President for Research and Sponsored Programs prior to proposal submission.

❑ Submit your complete proposal, including abstract/project summary, proposal, budget, budget justification and any additional required documents to ORSP via CAYUSE. Your proposal package will be routed through the university's [Internal Clearance Process](#) (see Step 5 on the ORSP webpage) on CAYUSE. You should strive to complete this process at least seven to ten business days in advance of the proposal due date to ensure that the clearance process is complete before the proposal deadline.

❑ ORSP will review the proposal, check for errors and work with you to make corrections. Once corrections are made and you indicate the proposal is complete and ready for submission, ORSP will submit the proposal on your behalf. Please note that all submissions for external grants and contracts must be made by ORSP.

❑ ORSP will provide confirmation to you when the proposal has been received by the sponsoring agency.

❑ If the sponsoring agency intends to make the award (congratulations!), they will typically notify you and ORSP. An ORSP Grants and Contracts Manager will be assigned to the project and an orientation meeting will be set up to review the proposal, the budget, and ensure a smooth start to the process

❑ The sponsoring agency may request changes to the work plan or budget, which should be submitted in a timely fashion. Changes to the budget may impact the scope of work and vice versa. Any significant changes to the proposal require approval from the CED Dean.

❑ If Institutional Review Board oversight is required and an application has not been submitted, it must be submitted before starting the project. Some granting agencies will not distribute the funds until these processes have been completed.