Grant Funding: Getting Started Checklist

1.	Identify research or outreach concept.
2.	Contact a Grants Specialist at the Research and Sponsored Programs Office for assistance in locating funding Here
3.	Review the RFP/Application **thoroughly** to be sure you understand everything that is involved.
4.	Discuss your idea with the Funding Agency's Program Officer. Contact with the Program Officer can be crucial to the success of your proposal.
5.	Get approval to pursue funding from your Department Head, Dean, or appropriate authority. If your College has a Grant Coordinator, contact him or her as well.
6.	Identify potential grant collaborators. Arrange meetings to seek their involvement.
7.	Request or collect data, CVs, budgetary needs, letters of commitment or support and other pertinent information needed to plan, support, and write the proposal.
8.	Identify and select writers for each of the proposal's sections.
9.	Assign due dates for the planning and preparation of your proposal, the budget and appropriate attachments or appendices. An RASP Grant Specialist can provide assistance.
10.	If you are to submit your proposal electronically, register early for submittal. Early registration can prevent delays later.
11.	Download Grant Content Checklist.

Grant Content and Procedures Checklist

1. Abstract

a. Identify the applicant. The applicant is always the "Minnesota State University, Mankato." Departments or individuals are never applicants on proposals submitted through Research and Sponsored Programs Office.

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 project instead of other projects?**

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 work plan 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 proposal

   b.   Describe others' education and experience as it relates to the grant project

9. OSP Review

   a.   Provide narrative to RASP 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 Research and Sponsored Programs website for examples and budget forms.

   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 RASP within 5-7 days of the deadline.

11. Submittal

   a.   Complete Proposal Routing and Approval Form and obtain signatures

   b.   Edit, complete, and print final required forms.

   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.   Notify the Research and Sponsored Programs office if your proposal is selected for funding.

   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