Grant Writing for Community College Faculty

Professional Development Day Breakout Session
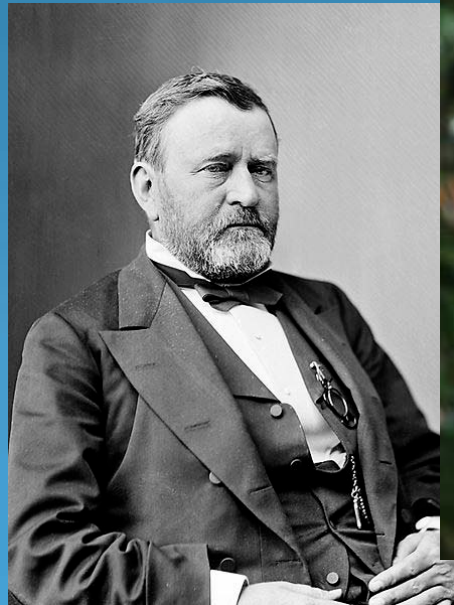
W. Troy Tucker, Ph.D.

Office of Grants Development

Session Goals

- Orientation to grants at Suffolk
- Funders and solicitations
- Common proposal parts
- Tips
- Discussion

Grants at SCCC

Which do you recognize?

SCCC Departmental Grants

- Serve students in one or a few disciplines
- Typically range from $50K – $200K per year
- Preferably aligned with the College's Strategic Plan
- Examples:
  - National Science Foundation – TUES – Digital Imaging for Collaborative Learning in Biology Labs
  - NYS Department of Health – Health Workforce Retraining Initiative: NILE I and NILE II
  - NYS Department of Education – CTEA grants

SCCC Institutional Grants

- Typically multi-year projects
- Aligned with the College's Strategic Plan
- Examples:
  - National Science Foundation – S-STEM (Science, Technology, Engineering & Math) Scholarship Grants
  - US Department of Labor – TEAM, POWER grants
  - US Department of Education – TRIO Student Support Services & Title III-Strengthening Institutions Program

Institutional Grants Awards (1998-99 to 2009-10)
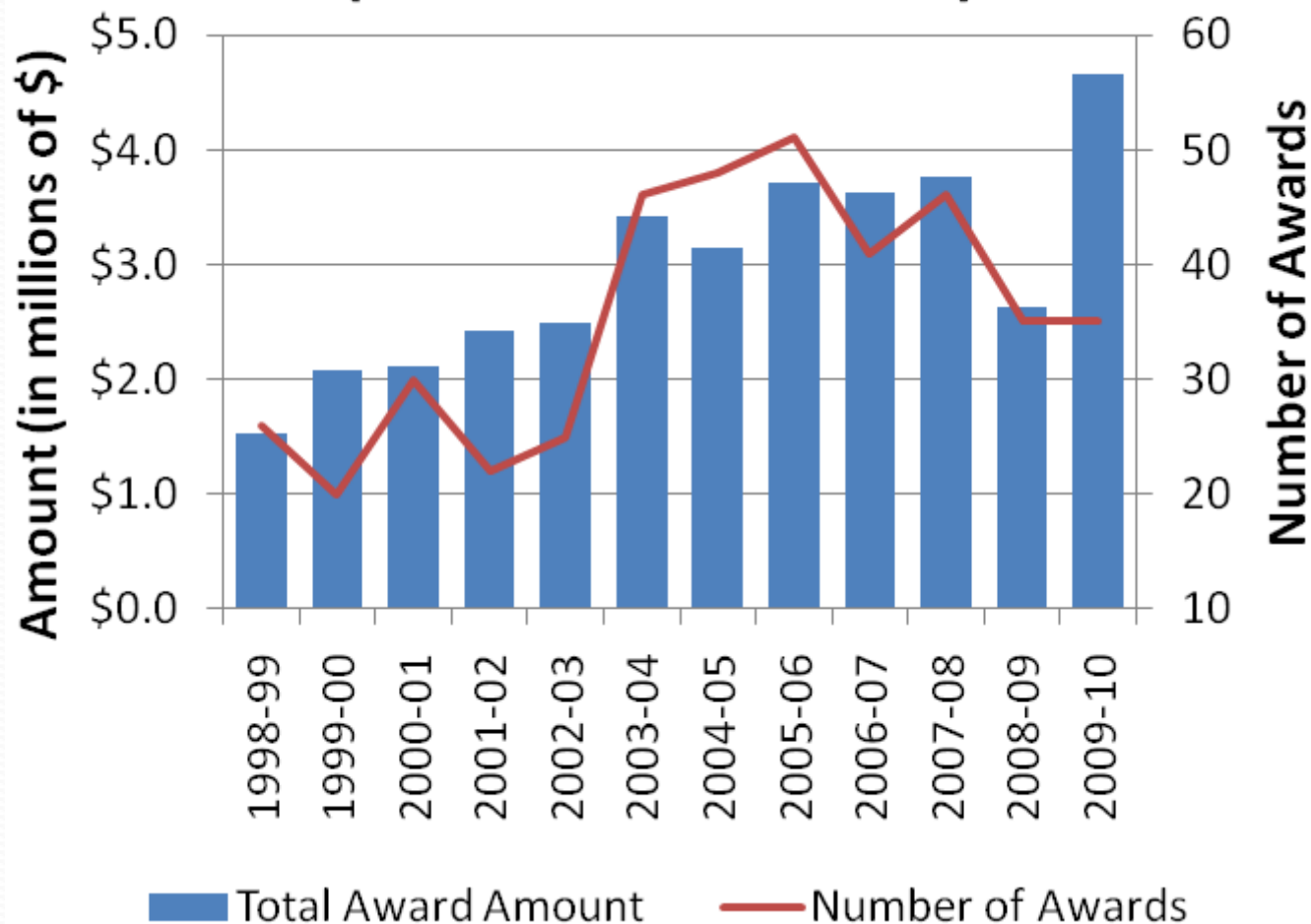
Funding Sources

Who wants (to give you) a grant?

Funding Sources

- Federal
- State
- Community / private / non-profit
    - Legislative / community action
    - Foundation
    - Corporate foundation
- Corporate giving

Places to Look for Grants

- Foundation Center
- Agency mailing lists: e.g. Grants.gov
- *Chronicle of Philanthropy*
- Professional organizations
- SUNY One-source Resource Network
- Faith-based and community initiatives
- *Federal Register*, FedBizOpps
- Office of Grants Development

http://department.sunysuffolk.edu/OfficeofGrantsDevelopment/index_4972.asp

Solicitations

Many names: RFP, RFA, SGA, FRA, FOA...

All contain:

- Rules of the competition
- Funding priorities
- Eligible responders
- Deadlines
- Size of requests, allowed expenses, project length
- Information sessions, FAQ's, contacts, checklists
- Tracking requirements, reporting requirements

Common Proposal Parts
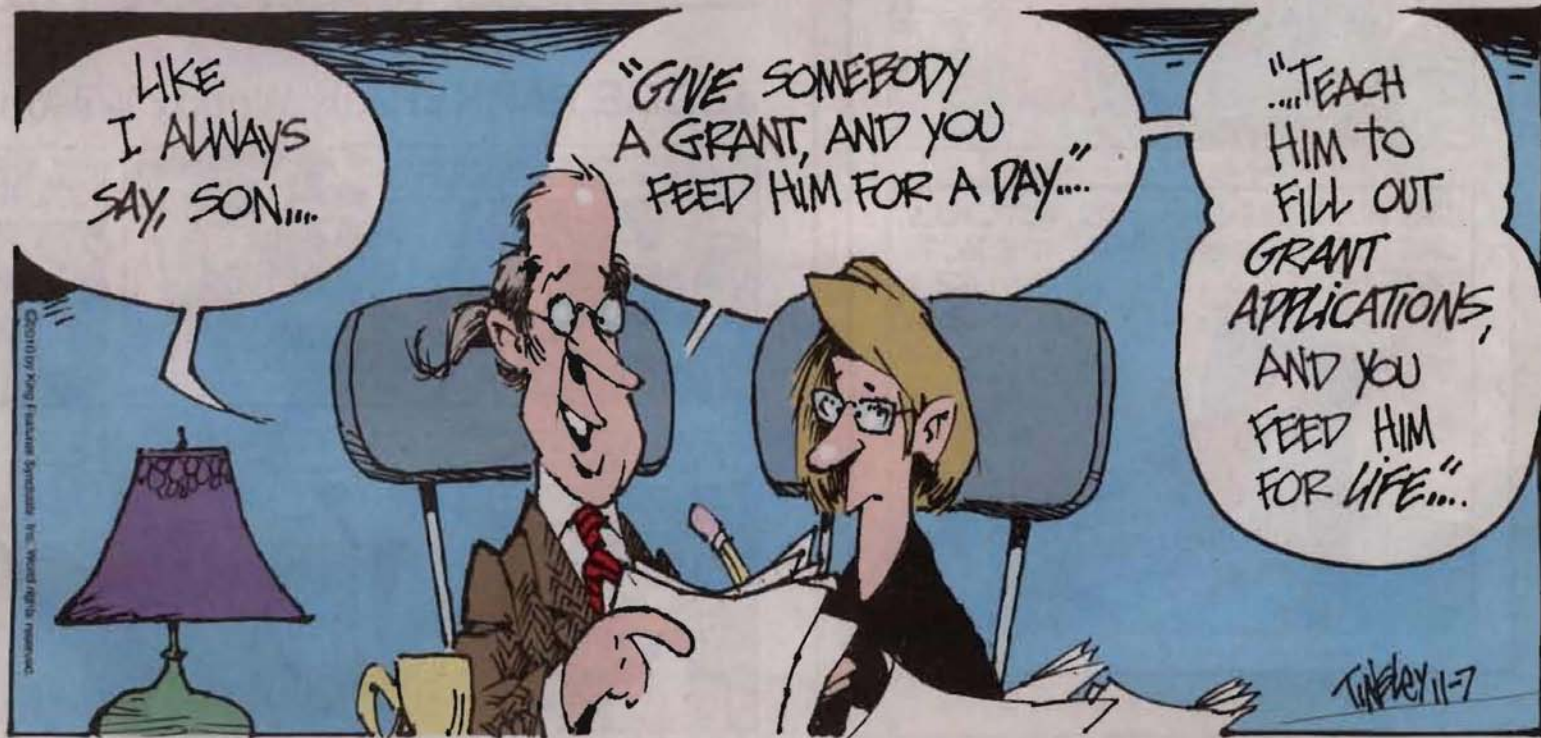
Common Proposal Parts

- Project Narrative
- Summary and Abstract
- Budget and Budget Justification
- Biographical Sketches
- Appendices – letters, examples

Narrative

- Main body of the proposal
- Contains
  - Goals and Objectives and Outcomes
  - Rationale
    - Need
    - Theory and Literature Review
    - Preliminary Results
  - Activities, Deliverables, Timetable
  - Management Plan and Roles & Responsibilities
  - Evaluation Plan, Dissemination Plan, Sustainability Plan

Pedagogy Example

- Seven Principles of Learning
1. Learning with understanding is facilitated when new and existing knowledge is structured around the major concepts and principles of the discipline.
2. Learners build on pre-existing understandings
3. Effective learning fosters the development of metacognitive skills
4. Students have different learning styles that are a function of culture and prior experiences
5. Learners' motivation and sense of self affects the learning process
6. The practices and activities in which people engage while learning shape what is learned.
7. Learning is enhanced through social interactions

Learning and Understanding: Improving Advanced Study of Mathematics and Science in U.S. High Schools (2002)

Simple Timetable Example

YEAR ONE	ACTIVITIES	PERSONNEL
Aug. 2012	Hire project staff, meet with curriculum team	PI, co-PI, staff
	Begin purchasing, begin curriculum design…	Co-PI, design team…
Dec. 2012	Begin…	…
Feb. 2013	Begin…	…
Spring 2013	Complete… Prepare first year report…	…
Summer 2013	Conduct sessions for…	…

YEAR TWO	ACTIVITIES	PERSONNEL
Sept. 2013	Offer…	…
Oct. 2013	PI and a Co-PI attend conference…	…
Feb. 2014	Analyze review data…	…
Summer 2014	Prepare final report	…

Title III Proposal Timetable

Table 20. Implementation Strategies and Timetable 2010-15					
Year 1: September 2010-September 2011					
Specific Tasks	**Participants**	**Methods**	**Tangible Outcomes**	**Time Frame**	
Appoint T3TF and Coordinator	President	Responsibilities and qualifications assigned according to Key Personnel	T3TF roster and scope; Coordinator assigned	9/10	10/10
Hire/appoint project personnel	T3TF; T3C	Hire/appoint AD, Admin. Asst., IMT/W, RS and External Evaluator (EE) according to Key Personnel and SCCC Human Resources policy	Personnel hired/appointed	10/10	1/11
Nominate E&A, VLC and Year 1 and 2 GCSE design teams	T3TF, T3C, AD	Assign release time, scope, and responsibilities	Personnel released	11/10	1/11
Design electronic workflow, transcripting, and application	E&A team, IMT/W	Outline key requirements, use consultant to implement coordinating scripts, purchase software and subscriptions	Web-enabled student enrollment portal, electronic transcript delivery, streamlined admissions and enrollment	1/11	9/11
Design and adopt learning objects for first 5 Gateway Courses	AD, 5 GCSE teams, IMT/W	Review course outlines, select concepts for support, use consultant to assist with object selection, instantiate objects in pilot repository	5 sets of learning objects customized to support students in 5 gateway courses ready to pilot	11/10	9/11
Design VLC	VLC design team, IMT/W	Produce process and site maps to outline VLC; use consultant to script and assist with acquiring hardware and software	VLC site mapped and infrastructure in place to pilot	11/10	9/11
Evaluate progress in Year 1 and modify plan	T3TF, T3C, RS, AD, EE	Compare accomplishments to objectives, timeline, and budget	Progress report, revised timeline and budget	5/11	9/11

Summary and Abstract

- Often tightly proscribed by authorizing legislation
  - For example, three paragraphs with specific headings
  - Intellectual Merit and Broader Impact
  - Used by the agency to advertise their program
- Summarize goals, rationale, methods, and evaluation and dissemination plans

Evaluation Plan

- Formative Evaluation:
  - Ongoing, informative assessment
  - Monitors progress during the project
  - Provides feedback in time for instructor/PI to adjust the program
- Summative Evaluation
  - Final assessment of program outcomes
  - Evaluates how well project goals have been met
- Describe how
  - Students will be "surveyed", faculty will be "asked", grades will be "compared"
  - Indicate who will do these tasks
  - Indicate who will analyze and interpret the data
- Try to measure deeper learning

Dissemination Plan

Not just a web site and a meeting

- Target and involve those who teach similar courses at other locations
  - Ask them to visit your web site, read materials, comment
  - Organize email exchanges and listserves
  - Host informal meetings at conferences or on-campus
- Faculty development workshops (on-campus and at conferences)
- Be specific about specific conferences and journals
  - Include conference travel in budget
  - Include a tentative title & description of paper
- Explore other venues
  - State Academy of Science meetings
  - Science news publication and lay press
  - Professional society and specialty listserve

Budget Categories

- Direct
  - Personnel
  - Fringe
  - Travel
  - Equipment
  - Supplies
  - Contractual
- Indirect
  - 38% of Personnel + Fringe
  - 38% of all except participant support and equipment
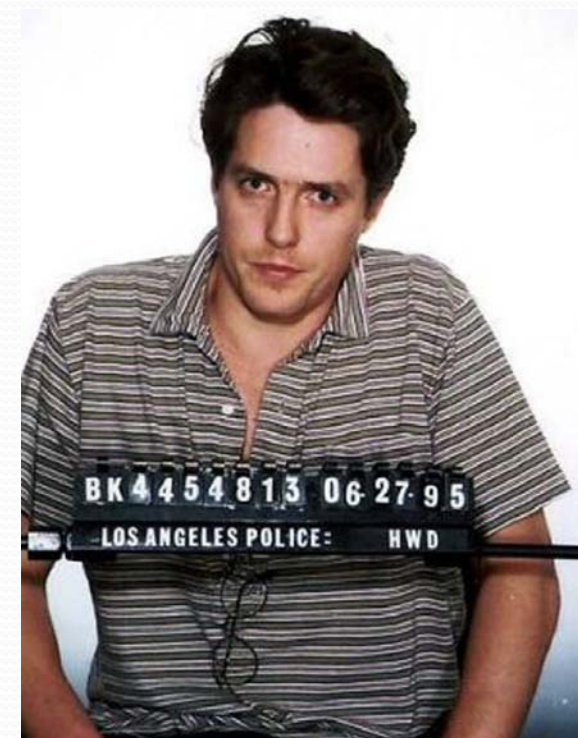 - Often capped

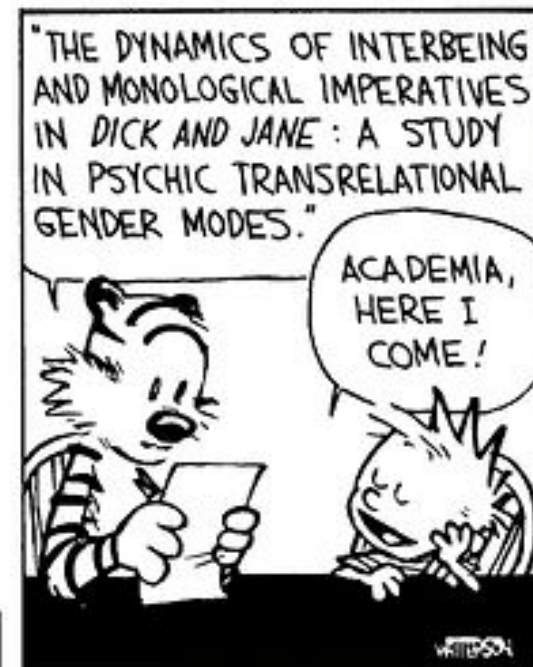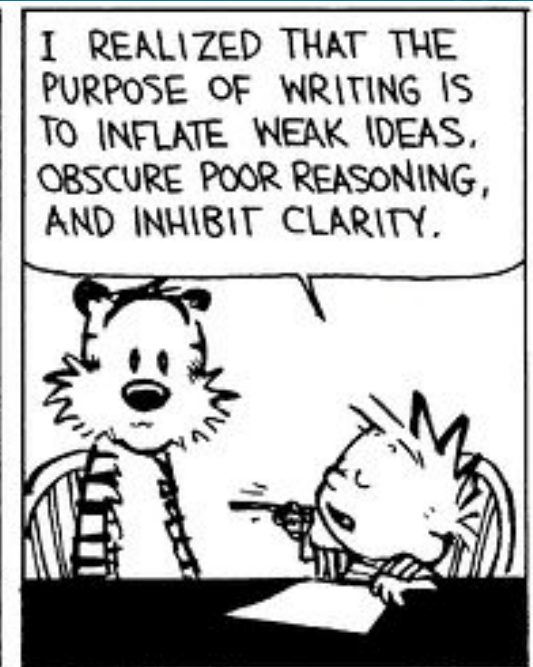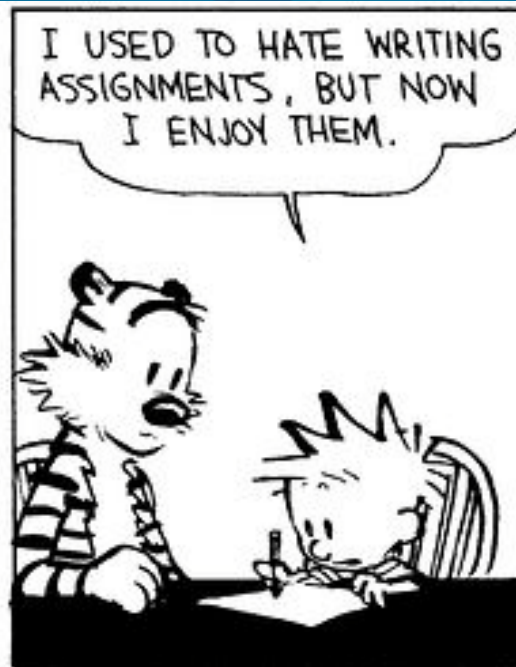"O.K., let's slowly lower in the grant money."
Todd Bearson
Arlington, Mass.

Budget Justification

- Explain how each person hired and each item purchased contributes to achieving goals, objectives, and outcomes
- List everything you will buy and its cost
- Explain special circumstances
  - Overload pay
  - Indirect cost rate

Tips

Make Contact

- Impact of pre-submission contact:
  - Govt.: 300% increase chance of award
  - Foundations/Corporations: 500% increased chance
- Goals of pre-submission contact:
  - Confirm that your concept matches their need
  - Specifics to clarify the RFP
  - Who will evaluate and how
  - Availability of funded proposals, examples, other materials you should review

What to ask

- Do you prefer early submission?
- What scoring system or rubric will reviewers use?
- Are awards weighted by geography, need, etc…
- Can I submit more than one proposal?
- Will you review a pre-proposal or draft?
- Is my project what you're looking for?
- What items are not allowed in the budget?
- Is there a list of past awardees?
- Who else might fund my proposal?
- Are funded proposal examples available?
- Will you put me on a mailing list for updates?

Unwritten Rules of Grantwriting

- Deadlines and guidelines are inviolable
- Grants are not charity
- Error-free is the only way
- Write clearly and concisely
- People give to people

THANK YOU!