

Writing a Successful Grant proposal

A student oriented workshop on how to communicate your ideas and budget needs clearly and concisely, while staying within page limits.

Useful for preparing for the
SWRG & SF!



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What makes a proposal successful?





Aspects of a successful grant proposal

- It matches the mission of the granting agency
- It is within the budget limits
- It doesn't ask for excluded items
- It meets the prerequisites
- It answers the prompts
- It provides necessary supporting information

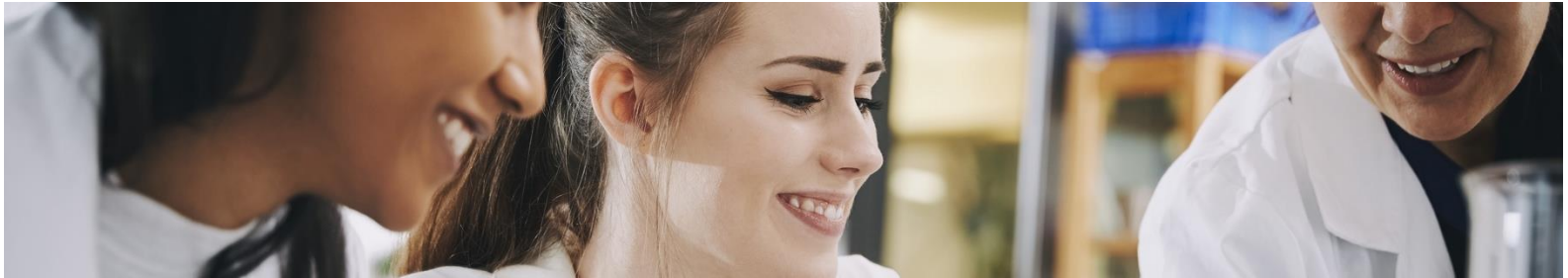


Signature Work Research Grant: Mission

- The **Signature Work Research Grants (SWRG)** are provided to help defray research expenses for DKU student signature work (SW) projects.
- The **Signature Fund (SF)** is a grant provided to supplement funding provided through the **Signature Work Research Grant (SWRG)** program. The funds for this grant were generously donated by the parents of DKU students.



More Details on the SWRG



- Competitive Program!
- Student Applies
- Funding to help defray research expenses associated with SW project
- Project might be student independent idea or related to faculty research.
- Academic year or summer.
- Expenses up to 3250 RMB (+6750 RMB)



Signature Work Research Grant: Budget Limits

- The maximum amount of the SW Research Grant is RMB 3250.
- A small number of supplemental awards (up to an additional 6750 RMB, for a maximum total award of 10,000 RMB) are available through the Signature Fund (SF).
- Students doing team-based signature work projects are welcome to apply, but the total amount requested by all team members may not exceed the per person limits or the total amount needed for the project. Students should apply as a team.



Eligibility for SWRG

- Approved SWPP (+IRB)
- Recommendation from SW Mentor
- Enrolled in Capstone (during year)
- A well prepared budget is required!
- Yes: disposable items, reagents, consumables, subscription software or services, fieldwork expenses, survey participant compensation.
- Equipment is rarely funded, and becomes property of DKU.
- No: books or permanent software or generic computer hardware.
- No: food or stipend or salaries.
- No: conference or publication fees.





Funding Categories (New Possibilities!)

Probably Allowed!

- Nondurable research supplies, special reagents not found in DKU labs, and single-use (or limited-use) testing kits.
- Participant payments (with IRB), subject to DKU institutional limits. IRB approval must happen before the expense, or it will not be reimbursable.
- Research animal expenses, which could include animal purchase, care.
- Special software/cloud/GPU (with clear justification).
- Travel expenses to conduct necessary on-site research, subject to DKU institutional limits.
- Accommodation expenses to conduct necessary on-site research, subject to DKU institutional limits.
- Special materials for creative projects, which could include fabric, photographic film, 3-D printing material. Semipermanent creative projects funded by SWRG would become property of DKU after the exhibit.
- Funding equipment would require showing that you have exhausted all alternatives!

Excluded!

- Most small equipment items are excluded, such as personal items, laptops, cameras, books, or other electronics.
- Training or classes are excluded. This exclusion also applies to online courses.
- Support for participation in an internship is excluded.
- Salaries, payments of any kind are excluded.
- Travel to attend conferences is excluded. **Academic Services has a separate fund for travel to present at a conference.**
- **Publication costs are excluded**, for research papers or for other materials.
- Off-campus space rental for exhibitions are excluded!
- On-campus housing or Kunshan area housing is excluded.
- Travel or housing to any location that the student would be going to anyway is excluded; this probably excludes travel to the student's home.

Signature Work Research Grant: Prerequisites

- DKU **junior** or **senior** student whose
- Signature Work Project Proposal (SWPP) has been **approved** and
- who have completed the required CITI **Responsible Conduct of Research** (RCR) Training certification.
- A student may receive up to a maximum of two SWRGs, but
- they cannot receive more than one SWRG per academic year.
- Any student applying for a second SWRG must provide documentation of how the first SWRG was spent.
- Students may not receive more than one SF.
- Be enrolled in a **Research Independent Study** course or a **SW research capstone** course during the academic year or doing approved SW-related research over the summer, and all projects must be directly related to the student's SW project.
- If working with Human Subjects, complete or submit an initial application for approval to the **Institutional Review Board (IRB)**.
- If working with animals, complete or submit an initial application for approval to the **Institutional Review Board (IRB)**.

Signature Work Research Grant: Prompts

1. Proposed budget, itemizing materials and supplies, equipment, and research participant expenses. Please include a breakdown of items. The total amount requested for an SWRG can be up to a maximum of 3250 RMB.
2. Detailed justification of budget, explaining why items are needed and why the SW mentor is not covering expenses. For team-based projects, the role of each student and their funding needs should be clearly specified.
3. A brief explanation of how you will modify your project if you do not receive sufficient funding.
4. Letter of support from SW mentor, to be submitted by the Faculty Recommendation Form.



Signature Work Research Grant: Prompts (Optional)

1. If the student would like to be considered for an SF:
 1. Supplemental budget clearly indicating what would be covered by the additional 6750 RMB
 2. Detailed justification for why the additional funds would significantly improve the quality of the experience or project.
2. If this is an application for a second SWRG, provide a progress report to date, along with documentation of how the first SWRG was spent and a justification of the need for additional funding.
3. Disclosure of any other funding (pending, current, or previous), including funding from DKU sources such as SRS, SELF, or previous SWRG.
4. For any case in which the student(s) will be working independently or in a different location from their experiential learning supervisor or SW mentor, please indicate plans for adequate supervision, compliance with local health and safety regulations, if applicable, and housing arrangements, if applicable.



Signature Work Research Grant: Indirect Prompts

The following considerations should be addressed in the SWPP, other application materials, and/or letter of recommendation:

- a. The connection of the research to the student's signature work project should be clear
- b. The student's qualifications and preparation for the proposed work or activity
- c. The role of each student, for team-based projects
- d. The student should be able to demonstrate an understanding of her/his role in the proposed activity.



Signature Work Research Grant: Indirect Prompts

Proposals will be evaluated according to the following criteria:

1. Budget and budget justification
2. Feasibility of the project, including whether it can be carried out with available funding
3. Connection to signature work
4. Mentor recommendation
5. Other funding sources
6. Graduation year
7. Submission date
8. Priority will be given to students who have not had a previous SWRG



Signature Work Research Grant: Important Disclaimers

- Priority is given to students who might not otherwise be able to carry out their signature work project without this funding.
- The grants are **COMPETITIVE!** In general, students are requesting considerably more funding than the budget allows.



Signature Work Research Grant: Narrative Language

- Direct and to the point: don't raise points that aren't in prompts.
- Clearly connect to SWPP!
- Justify numbers, especially with surveys.
- Cloud/GPU/Storage computing resources must come with explanation why DKU can't meet needs.
- Justify location, more so, the more expensive to get there.
- Don't write budget expenses into spreadsheet that exceed limits, but do explain if the actual cost will be higher than the limits.
- Never ask for "contingency funds".
- The proposal reviewers are not fools, but they are not necessarily experts in your field. Choose language carefully.



Signature Work Research Grant: Supporting Documents

- Signature Work Project Proposal
- Letter of recommendation from Signature Work mentor
- Budget Template
- Two Page rationale
- Transcripts
- IRB (can be later, but must be granted BEFORE any related research is done or related money is spent)
- IACUC (can be later, but must be granted BEFORE any related research is done or related money is spent)



Signature Work Research Grant: Mentor Recommendation

- It is the student's responsibility to contact this person to request that they write a letter of recommendation and to forward the above link to them.
- In theory, this is all done automatically, but it is your responsibility to follow up.
- Please give them advance notice at least 1 week before you plan to submit your application.
- Their letter will be due to the office of UG Studies 24 hours after you submit your application (or 24 hours after the SF application deadline, if applicable).
- Applications without a faculty recommendation will not be reviewed.
- You must provide your SW mentor with a copy of your proposal, budget, and budget justification, and
- their letter should include an assessment of the research, your ability to carry it out, their role in oversight of the research, and the fit of the research to your SW project.
- Your SW mentor should also include an evaluation of your proposed budget.



Creating a Budget

- Provide details at the level expected.
- Be frugal on travel expenses, but not unsafe!
- Double check that the research can be completed within the budget proposed.
- The SW mentor recommendation should address the budget.
- Don't expect to ever get more money if the budget doesn't meet the actual expense.
- Retroactive funding is possible, but never across six month budget cycles!



The SWRG Budget



Proposal Worksheet		Name:	Paul Stanley
SWRG: Signature Work Research Grant		NetID:	pes23
		Date:	Monday, August 26, 2024
Material & Supplies Item List	Request Cost (RMB)	Approved Cost (RMB)	Notes
Steel string set	¥ 50.00		from taobao, necessary to play the bipa
Wax polish	¥ 150.00		not available in dku chem labs, we are testing different finishes on bipa sound
Finger nails and tape	¥ 215.00		from taobao, necessary to play the bipa
Materials & Supplies Subtotal	¥ 415.00	¥ -	Approved Subtotal
Equipment Item List	Request Cost (RMB)	Approved Cost (RMB)	Notes
Student model Bipa	¥ 1,500.00		Purchase from Guiyang (6,500 RMB total: 1,500 SWRG + 5,000 SF; will only get 1,500 RMB model if no SF is awarded)
Protective case	¥ 500.00		Purchase from Guiyang
Equipment Subtotal	¥ 2,000.00	¥ -	Approved Subtotal
Research Participant Item List	Request Cost (RMB)	Approved Cost (RMB)	Notes
Pollfish Survey Service	¥ 800.00		My part of team submission: 2000 RMB allows 200 participants, balance will be covered in team member budget, survey to assess sound perception
Research Participant Subtotal	¥ 800.00	¥ -	Approved Subtotal
Other Item List	Request Cost (RMB)	Approved Cost (RMB)	Notes
Purple Bamboo Music	¥ 35.00		Sheet music
Other Subtotal	¥ 35.00	¥ -	Approved Subtotal
Total Requested Amount	¥ 3,250.00	¥ -	Total Approved Amount

- Only complete the shaded areas.
- Items without explanation will likely be rejected
- Explain how expenses will be shared with SF, and what will happen without SF.
- Explain how expenses will be shared with team.
- Asking for excluded items seriously weakens your proposal!

Selling a Budget

1,472 RMB for supplies that are necessary to do my Signature Work Project. 1,320 RMB for online survey service. 920 RMB for transportation to go to do my Signature Work project. 145 RMB for taxi.

400 RMB to make and print posters to promote participation. 200 RMB for 3D printer material to make manipulatives. 300 RMB for sound system rental. 350 RMB for non-standard chemical reagents. 100 RMB for scantron sheets to record participant responses.

1,320 RMB for survey data of 9,000 random individuals from SurveyTime. (or 1,000 RMB for 4,000 individuals).

500 RMB economy train Kunshan-Chengdu return. 150 RMB for ten trips to research center by taxi.

After Getting the Award

- Inform and thank your recommender(s)!
- Follow the expectations and requirements as set out in the award letter.
- **Acknowledge the award on all related public presentations of the supported research/work!**
- Turn in the final report/receipts/fapiao in a single, neat, orderly fashion, or as specified in the award letter.



SWRG timeline and funding cycle

- **Mid-September:** Fall Application Deadline
- **Mid-October:** Fall awards announced
- December 15: 6-month receipt cycle!
- **Mid-January:** Spring application deadline
- **Mid-February:** Spring awards announced
- April 15: Graduating senior receipts due!
- **Mid-May:** Summer application deadline
- **Mid-June:** Summer awards announced
- June 15: 6-month receipt cycle!





Funding Timelines

S R S & S F

- **Mid-December:** CFP to FACULTY
- **Mid-January:** Faculty application deadline
- **Mid-February:** Faculty awards announced, students apply directly to FACULTY, who nominate students
- **Mid-March:** Student award letters on rolling basis
- **Late March:** Faculty nominations for students due
- **Late April:** Student commitment for summer housing
- Residence Life decides when dorms can be occupied: expect it to be from Graduation to Mid-July.

C o n f e r e n c e s

- **First of Month:** Complete proposals evaluated
- **End of Cycle:** when money runs out
- **Need to Process Reimbursements Rapidly:** read the agreement carefully, and turn your fapiao in, or the funds will be reallocated!
- **We Do Check** for the legitimacy of conference, as well as clear evidence that you are presenting a paper!
- **Summer Schools are not conferences!**

Good Luck!

