Institutional Advancement

Faculty are encouraged to meet with our College’s representative from Institutional Advancement to prospect for foundation awards. Our representative is:

**Katelyn Baron**  
Associate Director, Foundation Relations  
Office of Institutional Advancement  
kvb26@drexel.edu; 215-762-2940; 12th floor Bellet Building

The following applies when a decision is made to apply for a foundation grant or award.

**Preparing a Grant or Award Submission**

- All faculty complete the **intent to submit form** as the first step in the grant/award submission process (fillable pdf accessed on CNHP Research web-site.)

  If intent to submit initiated through IA, IA communicates to faculty that form must be completed prior to providing further assistance. Form is submitted to Office of Research Discovery & Innovation, ask faculty to also e-mail to IA.

- A meeting is scheduled with faculty, IA, and Office of Research Discovery & Innovation. The purpose of meeting is to:
  - Review the funding opportunity announcement to ensure all requirements are identified
  - Identify all investigators and key personnel
  - Identify organizations where a subcontract agreement is needed.
  - Request resources for writing the proposal (e.g. editorial assistance, statistical support, grant mentor)
  - Identify the resources needed to conduct the research. *Selected Resources for Grant Writers* is available on the CNHP SharePoint site –Research.
  - Determine the person(s) responsible for each administrative task

  **Budget and budget justification**

  - Determine the due date for each administrative task

  **Includes input to COEUS**

  - Ask questions and identify information needs including communication with a program officer or sponsor. Concerns are best discussed at the initial meeting rather than after a problem arises or a deadline is missed.

Based on sponsor requirements or if sponsor requires a letter of intent (without a budget) as the first step, a full meeting may not be needed. This is determined by communication between IA and Office NHP Research after the intent to submit form is completed.

**Submitting a Grant or Award Application**

- Applications are submitted through the University Office of Research (not CNHP)
- Finished proposals are due 3 business days prior to sponsor due date (University policy).