

## **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

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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).