Office of Research & Sponsored Programs
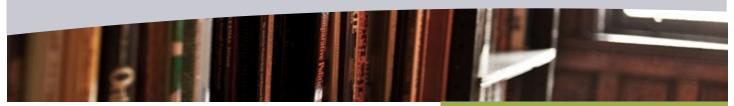
NOTES FROM NANCY

In this issue we build upon the topics discussed in "An Eye on Proposal Development" in the September issue and provide tips for next steps for translating your ideas into funding. We also offer advice for how to best position yourself for success when contacting a program officer. In our next issue, we will focus on the "art of grantwriting." I hope that this information is helpful to you.

We're also pleased to announce enhancements to the Kolvenbach Program. The program has been updated and expanded in order to accommodate a broader range of projects.

Best wishes for a wonderful Thanksgiving break with family & friends!

KOLVENBACH RESEARCH GRANT PROGAM EXPANDED

Inspired by an address by Rev. Peter Hans Kolvenbach, S.J., Loyola University Maryland offers the Kolvenbach Research Program to foster and encourage socially engaged research in Baltimore and beyond. The program seeks to honor Loyola's research strengths and galvanize our institution's commitment to faith and justice work that serves the needs of the greater community.

The Kolvenbach guidelines were updated this fall in an effort to broaden the program and expand its reach. Work may be conducted during the **academic year or summer** and may take place in **Baltimore or elsewhere**. Additionally, students may work alongside a faculty member as a **research assistant** or may direct their own projects.

Potential award amounts have been increased. While previously capped at $3,500, rather than a flat award amount, **applicants are now required to submit a budget**. Award amounts are as follows:

- **Employee Projects and Student-Directed Projects**:
  Up to $4,000 with a maximum $3,500 stipend,
- **Student Involvement in a Faculty-Directed Project**:
  Up to $8,000 with maximum stipends of $3,500,
- In the case of a Student-Directed Project, the faculty mentor will continue to receive a stipend of $500.

By reimaging the program, the committee hopes to broaden Kolvenbach and expand its reach. To view the guidelines: www.loyoal.edu/kovlenbach.

The deadline for applications is January 22, 2016 at 5 p.m.

Grant Writing Workshop
January 11 & 12

With over thirty years' experience as
a tenured professor,
private consultant,
and research administrator,
Robert Porter, Ph.D.
has won over $8 million in awards.
Learn his keys to success
in one or both interactive sessions.

Writing Successful Grants
January 11
9 a.m. - 4:30 p.m.

*Strategies for Success
in Sponsored Research*
January 12
9 a.m. - 1:30 p.m.

Continental breakfast and lunch provided

Andrew White
Student Center
4th Floor Program Room

Contact
Julie Ryder at jryder1@loyola.edu
to register before December 22

TRANSLATING YOUR IDEAS INTO FUNDING: THE NEXT STEPS

In September's newsletter, we offered strategies for translating your research ideas into a proposal by building a *white paper*—a project summary that can easily be restructured to fit any funding agency's application requirements. The next step is to find a funding source that fits your needs. If you are a scientist whose research requires students and high dollar equipment, you will want to explore federal opportunities. On the other hand, if you're a humanist requiring time consulting archives, you will likely gravitate towards travel awards or fellowships. **See *Finding Funding and Collaborators* in the September 2014 issue for tips to get your search started.** As always, contact the ORSP to request a personalized funding search. When identifying potential grant opportunities, it is important to find a philosophical fit as well as a financial one to your project, especially with foundations. It is essential that you develop an understanding of the organization's mission that guides their work—this mission also informs their funding priorities. The following will give you a good sense whether or not an organization is a good match:

First Impressions
Review their website. The agency website will give you a snapshot of their mission and funding priorities. With your white paper in hand, compare the agency's priorities to your project statement. If looking into a federal agency such as the National Science Foundation or National Institutes of Health, the website will be the gateway for grant listings and application materials. For each opportunity, there is typically a brief synopsis that will provide a sense of how well suited your project is for an opportunity.

Peruse the RFP
The RFP and the Funding Agency Guidelines will provide all necessary information related to application preparation. They may be as short as 1 page (foundation grants) or 100+ pages (federal grants), but it is essential to become familiar with them. Give the RFP a preliminary read to assess whether it meets your needs. For example, is the award size appropriate? Are there a sufficient number offered to be worth pursuing? Most importantly, be sure to examine any eligibility criteria or funding limitations. For example, some programs target faculty members at particular ranks. Many foundations limit finding to a geographic location. Be sure to look at the evaluation criteria as this offers insight into what's needed for success. The goal is to make a preliminary assessment as to whether the program is a good fit.

The Lucky Ones
Review the list of awardees. This will give you a sense of what the agency has actually funded as a contrast or complement to what they say are their priorities. Most private foundations file an annual 990 form with the IRS that is publicly available and includes a list of awardees for that year (the Foundation Center's 990 finder tool is one portal you can use to gain access). There is a lot to be learned from this list including the types of projects, typical funding amounts, geography (many foundations favor certain geographic areas), and institution type. You may even recognize names of colleagues in your discipline; it is customary to reach out to ask about their experience and tips for success. It is not unusual for awardees to share a successful proposal with others, particularly if there is an established relationship.

Talk to the Experts
Give them a call or send them an email. If an opportunity looks promising but you are not sure if your project will be of interest to the agency, contact them. Do not hesitate to contact the program officer assigned to a particular opportunity or any other administrative contact listed (e.g. program director, grant administrator). It is their job to assist applicants at all stages of the process and they can provide valuable advice regarding the potential enthusiasm for your idea. It is recommended for general questions that you review the RFP and any FAQ's available on the agency website first since your question may have already been answered. See *Positioning Yourself for Success: Contacting the Program Officer* on page 3 for info regarding contacting the program officer.

Get Out Your Highlighter
Read the RFP; then read it again. Once you've determined that you have a good fit, spend time reading and re-reading this document to become familiar with the application requirements before you begin working on the proposal. In order to prepare a good proposal you must have a comprehensive grasp of all the required documents. Once you are familiar with the guidelines, you are ready to begin drafting your proposal.

POSITIONING YOURSELF FOR SUCCESS: CONTACTING THE PROGRAM OFFICER

You've put your ideas down on paper, you have a well-articulated summary of your project, and you've identified at least one agency you think will provide a fit. You are ready to start writing your proposal… or are you?

Just as important as a well-thought-out, clearly written, and persuasive proposal is building a relationship with the program officer at the agency to which you plan to apply. Sometimes faculty members shy away from making contact with program staff, but it is often a critical next step in the proposal preparation process. A program officer can share insight about the funding priorities of the agency and can provide you with advice for best positioning yourself for a successful submission. Program officers are charged with managing specific pools of funding at their agencies, thus, the relationship between a scholar and a program officer is not one sided. While program officers can provide you with valuable information, you are simultaneously helping them to make a more informed decision about the allocation of their funding portfolios. **Program officers welcome contact by researchers because their job is to give away money to fund the best research.** So, help program officers to do their jobs and get in touch!

Here a few steps to get you started.
1. Start early and write up a brief summary or abstract of your project.
Give yourself six months to a year of lead time. Often it takes scholars longer than anticipated to find the time to prepare a research write-up. Do not underestimate the time commitment. Also, never assume a program officer will be available during the most convenient times for you. Providing yourself with adequate lead time will result in a better chance of scheduling a meeting at a mutually convenient time. (See *Translating Your Ideas into Funding: First Steps* in the September 2015 issue for guidance on how to get started with your write-up.)

2. Do your research!
Before contacting the program officer, be sure that you have read thoroughly the funding opportunity guidelines and looked over agency-specific materials. Mark-up or flag important information for later reference and be sure to answer as many of your questions as possible via the information provided. **The last thing you want to do is ask a program officer a question that has already been answered in the funding announcement!**

3. Develop a list of questions
Once you've jotted down your questions and before contacting the program officer, get in touch with ORSP staff. Often times we may have answers to your questions and we can help you to best frame those we are unable to answer. **It is critical to go to the program officer only with well-vetted, thoughtful inquiries.** Remember, you want to speak to a program officer about your research, how it provides a fit for the funding mechanism, and how to best position yourself, not about eligibility, page limits, or if you may include graphics in your proposal. A program officer's time is valuable and may be short; your goal is to make the best of it.

4. Find the contact information for the appropriate person at the agency
The contact information for program staff is normally listed on agency websites. If not, contact the ORSP for help.

5. Get in touch!
Send a respectful and polite email to the program officer explaining why you believe your work provides a fit for the funding mechanism; include your brief write-up. Ask if the agency would consider funding a project like yours and if you might set-up a phone call or in-person meeting to discuss. Provide several times during which you are available giving yourself generous lead time. Don't assume a program officer will be available in the coming weeks or months.

6. Go from there!
If the program officer agrees to meet or speak, be sure to respond in a timely manner to schedule your meeting.

7. Set a meeting with ORSP staff
ORSP staff can help you to prepare for your meeting. **It is important that you have an agenda for your meeting and are knowledgeable about the funding opportunity in advance.** This is a good time to revisit your marked-up funding guidelines. The contact also may have asked you for more information; be prepared to provide all details sought.

8. Request Funds to Promote Grants Excellence
Going to DC to meet your program officer? Get in touch with Nancy Dufau to support a trip for an in-person meeting. (For info more info: http://www.loyola.edu/department/orsp/institutionalfunding/other.)

FUNDING OPPORTUNITIES
A BRIEF SELECTION RELATED TO CURRICULUM DEVELOPMENT

NEH
Enduring Questions
Supports the preparation of a new course on a fundamental concern of human life as addressed by the **humanities**. This question-driven course would encourage undergraduates and teachers to join together in a sustained program of reading in order to encounter influential ideas, works, and thinkers over the centuries.

http://www.neh.gov/grants/education/enduring-questions

NEH
Summer Seminars and Institutes
Supports faculty development programs in the **humanities** that may be as short as two weeks or as long as five weeks.

http://www.neh.gov/grants/education/summer-seminars-and-institutes

NSF
Improving Undergraduate STEM Education:
Education and Human Resources (IUSE: EHR)
Funds innovations to undergraduate **STEM curricula**.

https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=505082

NSF
IUSE/ Professional Formation of Engineers: REvolutionizing engineering and computer science Departments (RED)
Enables **engineering and computer science** departments make changes necessary to overcome longstanding issues in their undergraduate programs and educate inclusive communities of students prepared to solve 21st-century challenges.

https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=505105

NSF
Research Experiences for Undergraduates (REU)
Supports active research participation by undergraduates in **any of the areas of research funded by NSF**. Sites may be based in a single discipline or may offer interdisciplinary or multi-department research opportunities with a coherent intellectual theme.

http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5517&from=fund

NSF
Integrative Activities in Physics
Supports activities seeking to improve the **education and training of physics students**, such as curriculum development or physics education research directed towards upper-level courses, and activities that are not included in specific programs elsewhere within NSF. Supports research at the interface between physics and other disciplines and extending to emerging areas.

http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5610

NSF
Robert Noyce Teacher Scholarship Program
Seeks to encourage talented science, technology, engineering, and mathematics majors and professionals to become K-12 STEM **teachers**.

https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5733

U.S. Department of Education
Business and International Education Program
Provides funds to institutions of higher education that enter into agreements with trade associations and businesses to improve the academic teaching of the **business curriculum** and to conduct outreach activities that expand the capacity of the business community to engage in **international economic activities**.

http://www2.ed.gov/programs/iegpsbie/index.html

U.S. Department of Education
Fulbright-Hays Group Projects Abroad Program
Supports overseas projects in training, research, and curriculum development in **modern foreign languages** and area studies for teachers, students, and faculty engaged in a common endeavor. Projects may include short-term seminars, curriculum development, group research or study, or advanced intensive language programs.

http://www2.ed.gov/programs/iegpsgpa/index.html

U.S. Department of Education
Undergraduate International Studies and Foreign Language Program
Provides funds to plan, develop, and carry out programs to strengthen and improve undergraduate instruction in **international studies and foreign languages**.

http://www2.ed.gov/programs/iegpsugisf/index.html

CONTACT US

Nancy Dufau
Director
ndufau@loyola.edu
410-617-2004

Julie Ryder
Assistant Director
jryder1@loyola.edu
410-617-2561

The ORSP is located in Beatty Hall 116.
www.loyola.edu/orsp