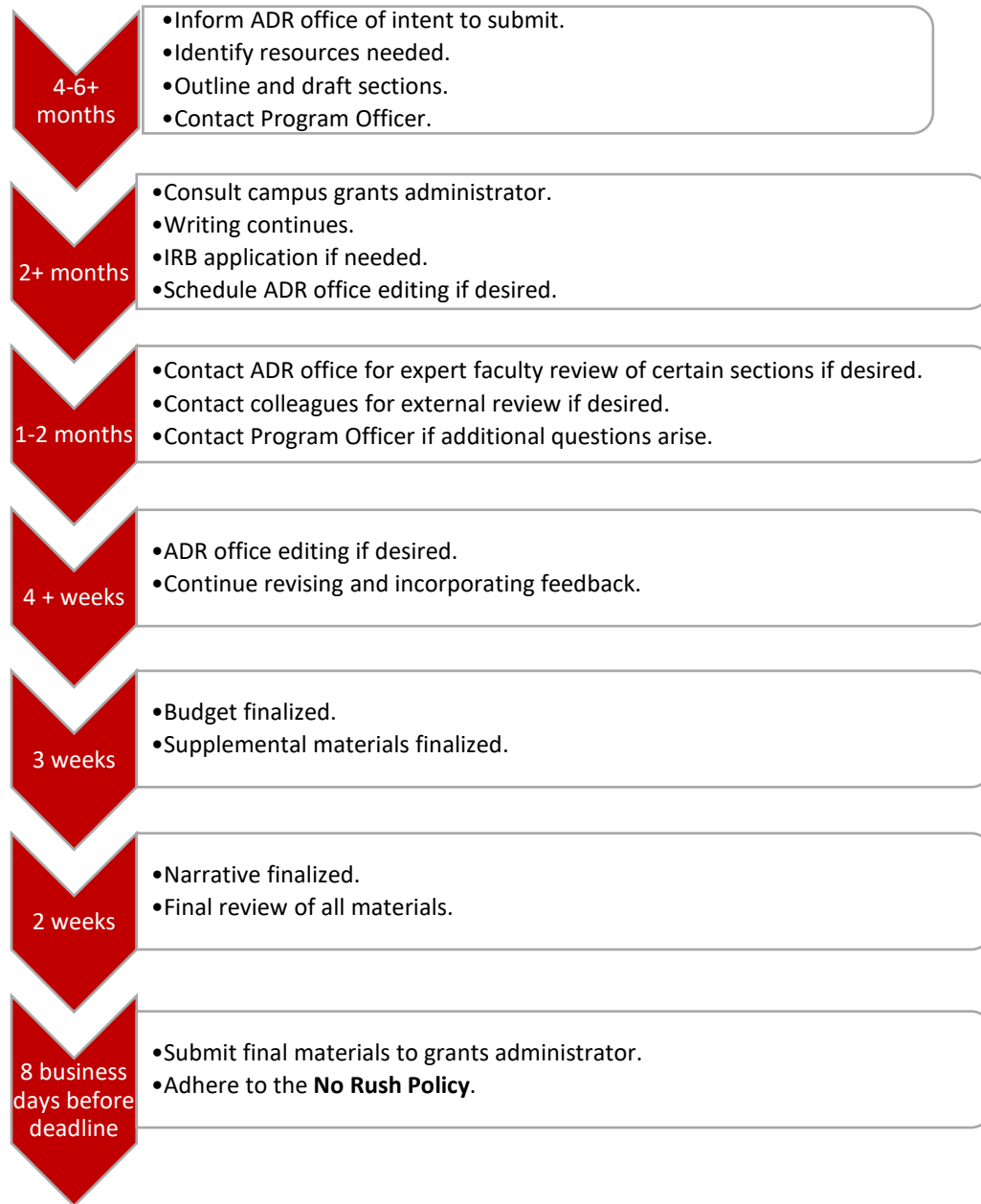


## College of Education Grants at a Glance

### *Steps for a Successful Submission\**



**\*Please see the full document below for details at each step in the timeline and contact information. We encourage you to begin as early as possible.**

**College of Education Grants at a Glance**  
**Steps for Development & Submitting External Funding Proposals**

<b>Time Prior to Due Date</b>	<b>Steps for Faculty</b>
4-6+ months (optional support, as soon as you decide to apply)	<ul style="list-style-type: none"> <li>· Inform Laura Girardeau<sup>1</sup> of preliminary project ideas.</li> <li>· Begin to conceptualize project, find funding options, plan roles and responsibilities with collaborators, solicit partners (e.g., schools, districts) and supporting expertise (e.g., evaluators, senior personnel).</li> <li>· Meet with the ADR or Laura Girardeau for assistance with these steps.</li> <li>· If private foundations or individual/corporate donors are appropriate, contact Laura Girardeau for guidance on support.</li> <li>· ADR and Business office must be informed any and all submissions.</li> </ul>
Agency/ Foundation Request for Proposals (RFP) Released (2+ months)	<ul style="list-style-type: none"> <li>· <b>Inform Laura Girardeau</b> of plans to submit to a specific call.</li> <li>· <b>Consult with your campus grant administrator about budget planning, due dates,</b> and requirements for supporting documents (e.g., bio-sketches, current &amp; pending, and other supporting documents). Primary contacts are: Bev Rhoades (Pullman), Deborah Cox (Spokane), Kelley Unsicker (Tri-Cities), and Lynda Olin (Vancouver). <b>WSU requires that you work with your campus grant administrator</b> to write your budget. Your <b>grant administrators will determine the due date</b> for all materials that are due to their office for processing. Many factors such as holidays, number of proposal deadlines coinciding, and agency submittal process requirements could necessitate <b>earlier due dates than those indicated by the funding agency.</b></li> <li>· Write proposal narrative, write and work with grant administrator/collaborators on supporting documents (e.g., bios, current and pending support forms, budget justification, support letters).</li> <li>· Schedule proposal editing with Laura. (<i>Optional but recommended</i>).</li> <li>· If collaborating, agree on roles, responsibilities, budget allocation, and credit share. For inter-college and/or inter-university proposals, allow extra time for grant administrators to coordinate budgets and agreements.</li> <li>· Submit/begin IRB application if required with the proposal. Some agencies will allow IRB applications just prior to funding. The IRB process can take time. Refer to WSU IRB site for latest information and start early.</li> </ul>
1-2 months	Contact the ADR to arrange for other COE/WSU faculty with relevant expertise to review and provide feedback ( <i>Optional, recommended for larger federal proposals</i> ) Consider an external colleague as a reviewer as well.
4+ weeks	Contact Laura Girardeau for proposal review and editing ( <i>Optional but recommended for all proposals</i> )
3 weeks (minimum, more time preferred)	Finalize proposal budget and submission details with campus grant administrator. In most cases, your materials are due <b>one week or more prior to the agency/foundation deadline</b> to allow time for processing and approvals within WSU. <i>Three weeks is a guideline. Meet earlier if possible, and use date determined by your grant administrator in earlier planning meetings.</i>
8 business days (minimum – use date provided by grants admin)	Submit final proposal documentation to campus grant administrator (8 business days <i>at minimum; use date determined by your grant administrator in earlier planning meetings</i> ). Primary contacts are: Bev Rhoades (Pullman), Deborah Cox (Spokane), Kelley Unsicker (Tri-Cities), and Lynda Olin (Vancouver). NOTE: <b>WSU has a “NO RUSH POLICY.” If your proposal is not submitted to the grant administrator on time, you will have added steps and need approval signatures to process a late grant and/or it might not be submitted.</b>
<b>PLEASE REMEMBER: Your deadline for WSU is in ADVANCE of the agency deadline.</b>	

<sup>1</sup> Laura Girardeau is the COE Faculty Research Development Coordinator. Please contact her as soon as you begin planning by emailing [lgirardeau@wsu.edu](mailto:lgirardeau@wsu.edu). Laura will inform others of your planned proposal (e.g., administrators, grant administrators/budget coordinators for your campus). For foundation grants or corporate sponsors, Laura Girardeau will also connect you with WSU Foundation staff. Keep in mind that a foundation or corporate proposal goes through a similar preparation process as any other state or federal agency.

## Support Available

### Required

- Inform Laura Girardeau of your plans to submit. Laura will then notify other support staff and administrators of your plans. The Business office/grant administrator for the CoE in your campus must be informed of all proposals.
- Contact your campus grant administrator to develop the budget and justifications, set a timeline, and meet agency/foundation requirements for supporting documents. Grant administrators are: Bev Rhoades (Pullman), Deborah Cox (Spokane), Christopher Cree (Tri-Cities), and Lynda Olin (Vancouver).

### Recommended

- Laura Girardeau researches funding options, advises on writing strategies, edits proposal and serves as liaison with other WSU personnel.
- Laura Girardeau can serve as a resource also for private and corporate funding options and help connect you to the correct WSU personnel.
- The ADR can advise on grant conceptualization and funding agencies, arranges faculty review committees, reviews federal/larger proposals, and facilitates connections for collaborative teams.
- Laura can assist with editing journal manuscripts as time allows and where skill building is needed. External funding is the priority and will come before all other requests. Laura does not edit dissertations, thesis, or graduate student work. Manuscripts take no less than 3 weeks to turn around.

## Tips for Planning Your Proposal

- **Plan ahead!** Rushed proposals are less likely to be funded. Under the “No Rush Policy,” ORSO can refuse to process proposals that are submitted late. We can offer support only as time allows for careful reading, editing, and feedback, and you will need time to incorporate suggestions. Often suggestions involve revisions that affect the budget and other substantive changes (e.g., increasing participants, increasing length of data collection, adding senior personnel with particular expertise).
- **As soon as you start planning,** talk to your grant administrator about the process and the due dates and inform Laura. Ultimately, your grant administrator sets your due dates. (Often at least 8 business days prior to the agency/funder’s due date).
- **Collaborate** when possible. Larger grants tend to need expertise from several areas. The ADR might be able to help you find collaborators within or outside of the COE. For larger grants, the ADR can refer you to ORSO for additional mentoring and support.
- **For larger federal grants,** it is helpful to communicate with program officers about your plans. They often can provide proposal-specific advice and information not included in the RFP. Contact the ADR before contacting a program officer and for assistance on preparing for your meeting. You should provide the program officer with a 1-page overview in advance of your meeting. If others in the college are submitting to the same RFP, we might want to coordinate efforts to meet with a program officer.
- **For foundations and corporations,** Esther Pratt (WSU Foundation) can often set up meetings with program officers and help you prepare. Contact the ADR and Laura Girardeau to help arrange.
- **Limited Submissions.** Some solicitations are for *limited submissions* – this means that WSU is limited in the number of proposals the university can submit (usually only one or two). In the cases of limited submissions, WSU will have internal deadlines for pre-proposals months in advance of the agency deadline. The process can vary by solicitation, and Laura Girardeau can assist you in understanding these deadlines and processes. Again, planning ahead and contacting Laura early will help you avoid problems.
- **If your proposal is declined, consider resubmitting.** Acceptance rates are much higher on the second or third try – especially for federal grants. Before revising, request a meeting with a program officer for additional information not in your reviews and to ask questions. Also consider attending COE and ORAP grant writing workshops, as well as funder webinars related to the competition. COE also provides grant writing resources and tips in the Grant Toolkit section of the COE Resources webpage.