“FUND”-AMENTAL GRANT WRITING FOR RESEARCHERS AND TEACHERS

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OUTLINE

• Why Funding?
• How Do I Identify Funding Opportunities?
• Basic Terminology
• Application Components
• How to Write A Letter of Intent
• Additional Tips & Strategies for Success
WHY FUNDING?

Technology & Equipment

Instruments & Classroom Supplies

Special Programs or Performances

Continuing Education/ Professional Development
WHY FUNDING?

• **Research Expenditures** (supplies, equipment, participant payments, lab costs, parking, RA’s).

• **Training/Travel** support: doctoral research, post-doctoral research, page charges, summer salary and training.
THE “FUND”-AMENTALS

- Form of external review- worthwhile to the greater culture.
- Problem-Solving & Advocacy
- Desirable to establish a track record of funding.
- Can lead to additional publications.
- Collaborative research on a grant facilitates a network for common goals.
FUNDING SOURCES

• **Foundations** (Mockingbird, RRF)
• **Federal Government** (DOE, NIH, NSF)
• **Private Industry** (Remo, Fender, etc.)
• **Professional Organizations** (AOSA, NAfME, etc.)
DATABASES FOR SEARCHING

- The Foundation Center (http://foundationcenter.org/)
- Community of Science (http://www.communityofscience.com)
ADDITIONAL SOURCES

• Community Sources: Business Partners
  (Target, Lowes, Walmart)

• State Resources
  State of Florida, Division of Cultural Affairs
  http://dos.myflorida.com/cultural/

• Local Sources: School District Opportunities
  http://www.scps.k12.fl.us/grants/GrantsforTeachers.aspx
BASIC TERMINOLOGY

- **Grant** is a sum of money provided for a specific purpose.
- **Grantee** means the legal entity that has been awarded financial assistance under a discretionary grants or cooperative agreement.
- **Budget** is the recipient's financial plan for carrying out the project or program.
- **Project** means the activity described in an application.
TERMINOLOGY

RFA- Requests for Applications
RFP- Requests for Proposals
PA- Program Announcement
IDC- Indirect Costs AKA- F & A Costs (Facilities and Administrative Costs)
DC- Direct Costs
OSR- Office of Sponsored Research
OSP- Office of Sponsored Programs
TERMINOLOGY

IRB- Institutional Review Board
FERPA- Family Educational Rights and Privacy Act
NEA- National Endowment for the Arts
NEH- National Endowment for the Humanities
NIH- National Institute of Health
NSF- National Science Foundation
DOE- Department of Education
IES- Institute of Education Sciences
WRITING A GRANT PROPOSAL IS LIKE PLAYING A GAME

• You must play by the rules.
• Obtain the most recent guidelines
• Read the guidelines (1-100 pages)
• Follow guidelines and write clearly
Mid East Suffolk Teacher Center
Technology Mini-Grant Program 2009 - 2010

Facts about the MESTRACT Mini-Grant Program

The Technology Mini-Grant Program is designed to provide funding up to $1,500 to teachers for the implementation of educational projects for which funding is not available through normal district channels. Proposals should result in the improvement of instruction for students, Pre K-12, in helping them meet the NYS Learning Standards. The focus should be the improvement of instruction for students through professional practice.
Grants may be awarded to fund projects with the following purposes:

- To introduce an innovative method of instruction for students
- To employ best instructional practices for remediation and enrichment
- To use alternate sites or resources for instruction
- To create resource materials for the specific instruction of students
- To replicate a proven instructional project for new students and/or collaborations
- To pilot an experimental but promising project that may not be funded
GRANT APPLICATIONS SHOULD:

Grant applications should:

* Follow a professional presentation format
* Contain a clear description of the project
* Contain fully developed goals and objectives that reflect personal professional and/or district professional development goals
* Align themselves with the NYS Standards and student goals
* Outline a clear time schedule for implementation within the timeframe of December - May
* Describe outcomes that are consistent with the goals stated
* Indicate specific impact on student learning and professional development
* Describe clear assessment methods to evaluate the success of the project
* Contain a budget with a detailed list of expenditures appropriate to the project

Applications will be available from our website www.mestrant.org. Awards will be announced the week of November 23rd.

Mini-Grant applications MUST be postmarked by October 30, 2009

NO FAXES will be accepted
Diagram 1. The Grant Writing Process

1. Identify needs and focus.
2. Find prospective grants.
3. Develop general proposal and budget.
5. Receive request for formal application.
6. Prepare specific proposal.
7. Submit proposal before deadline.
8. File reports with funding agencies.
9. Carry out project.
10. Accept or decline award(s).
11. Negotiate multiple awards.
12. Receive award letter(s).
13. Agency reviews proposal.

Dashed lines indicate possible additional steps.

University of North Carolina, College of Arts and Sciences,
http://writingcenter.unc.edu/handouts/grant-proposals-or-give-me-the-money/
WHAT DO I NEED TO APPLY?

1. **Name it** - Description of Problem/Significance

2. **Aim it** - Develop Specific Aims/Hypotheses

3. **Claim it** - Become an Expert – Background Literature

4. **Tame it** - Methods- Timeline- Appropriate Budget
STATEMENT OF SIGNIFICANCE OR NEED

Who will benefit and what is the scope of potential benefit?

How is this project different and why is it needed?
1. **NAME IT**

**DESCRIPTION OF THE PROBLEM**

Over six million Americans (60+) suffer from depression, a serious illness that increases the risk for cognitive impairment. While research suggests that piano training mitigates symptoms, little is known as to how piano training alleviates symptoms of depression. The proposed research will investigate how piano training reduces depressive symptoms in a clinical trial to examine the effects of piano training on biomarkers of depression in older adults.
WHAT IF I WANT TO FUND TECHNOLOGY FOR MY CLASSROOM?

• Define the scope of the need in a sentence?
• How will the technology bridge the need?
• Describe the purpose of the grant and how this applies directly to your school?
EXAMPLE

Composition is one of the National Standards for Music Education with many benefits largely unexplored in many music classrooms. While our district includes composition, we could accelerate the integration of concepts with practice and heighten the engagement of our students as they explore a range of compositional styles if our students could access a composition lab. This project will add a composition lab to our school’s media center that can serve 1200 students per year in music composition activities.
Objectives for your study or program

“The overall objective of this application/project is to___________________________ which is the next step toward attainment of our long-term goal ________________________.”

Specifically, we shall:

1. Evaluate the effects....................Hypothesis:
2. Elucidate the underlying mechanisms..... Hypothesis:
3. **CLAIM IT**- BECOME AN EXPERT

- Literature - Contribute to the Conversation.
- Theoretical/Conceptual Pieces
- How does your research inform the field(s)?
- How is your project innovative?
LITERATURE

• Cite primary literature, not reviews.
• Assemble a file of key literature citations.
• Read MORE than the abstract.
• Present preliminary data to highlight feasibility.
4. **TAME IT** METHODS

How will the objectives be met?

Who will served and how will they be chosen?

How often will there be an intervention?

How will these individuals be evaluated?

Have a compelling rationale for choosing these methods?
4. **TAME IT - PROCEDURE**

- Recipe for project completion.
- What will occur and when?
- Justify the measures chosen and steps taken.
- Acknowledge potential pitfalls and limitations.
4. **TAME IT - TIMELINE**

- Include a clear picture of when each of the project events will occur.
- Graphic or Tabular format usually works best.

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<th>Activity</th>
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<td>• Develop items for survey</td>
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<td>• Review and revise items with experts’ panel.</td>
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<td>• Pre-test items with representative sample of target population.</td>
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<td>• Program software to administer survey.</td>
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<td>• Prepare survey sites for study.</td>
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<td>• Recruit and train Study Reps.</td>
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<td>• Recruit 1,000 subjects and administer survey at 5 sites.</td>
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<td>• Statistical analysis of data.</td>
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<td>• Preparation and submission of manuscripts to peer-reviewed journals.</td>
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KEY PERSONNEL & ORGANIZATION QUALIFICATIONS

- What qualifications do the key personnel possess to accomplish the project?

- Provide a very brief history and description of your current programs while demonstrating a direct connection between what is currently being done (literature) and what you wish to accomplish with the requested funding.
BUDGET TIPS

• Request what you need to do the work.
• Justify all requests, particularly those that are significant or unusual.
BUDGET TIPS:

• Follow sponsor guidelines and policies.
• Reasonable and Necessary
• Reviewers emphasize project quality over budget.
• Some foundations frown upon top heavy budgets (more emphasis on personnel than project costs).
Total Direct Costs - (TDC) consists of all budgeted direct costs, including salaries and wages, fringe benefits, materials and supplies, services, travel, subgrants and subcontracts in full, tuition remission, equipment and participant support costs.

Personnel – plus fringe and health insurance

Equipment

Supplies

Miscellaneous (Duplication, parking, etc.)

Indirect Costs (IDC) = 49.5% (on-campus)

Total DC estimate = $100,000.00

USF IDC = $49,500

$149,500
COMMUNICATE WITH PROGRAM OR GRANTS OFFICERS

1. Prepare a short five-minute elevator speech about the project.

2. Be prepared to listen to feedback and take suggestions.
WHAT IS A LETTER OF INQUIRY (LOI)?

- First opportunity to discuss your project in a short concise letter format (2-3 pages max) often required by many foundations and some governmental agencies prior to being invited to apply.

- The quality of the LOI is crucial as it sets the stage for interactions between the funding agency and the grantee.
INTRODUCTION IN AN LOI

Be familiar with the mission of the foundation
What has been funded in the past?
How much was awarded and to whom?

FOLLOW GUIDELINES!!

Introduce YOUR project within the scope of the mission.
How does your project fit the mission?
Provide a short executive project summary.
The Retirement Research Foundation generously supports research to enhance the quality of life in older adults through implementation of new programs and opportunities to promote active healthy lifestyles and assist older adults as contributors to society.

I am submitting a letter of inquiry for such a program, “Music and Mindfulness Based Stress Reduction on Cognitive and Emotional Health,” a new program that will examine the effects of music training, mindfulness training, and a combination of these programs on cognitive performance and physiological stress in older adults.

This differs from previous programs as many programs focus upon cognitive or physical performance; this program offers the combined benefits of both in a short-term intense training program with a follow-up maintenance phase.
LOI METHODOLOGY

- Present a clear, logical, and achievable solution to the stated need by describing your methods.
- What are the specific aims and hypotheses of the project and how do these methods help to evaluate these?
- Describe the project briefly, including major activities, names and titles of key project staff, and your desired objectives.
EXAMPLE: SPECIFIC AIMS/HYPOTHESES

Specifically, we shall:

**Aim 1:** Evaluate the effects of piano training (PT), mindfulness training (MT), and combined interventions on cognitive health outcomes.

**Hypotheses:** Compared to mindfulness training (MT), piano training (PT) and piano training with mindfulness (PTWM) groups will demonstrate increases in processing speed, cognitive control, working memory, verbal fluency, and selective attention, post-training. We predict that those who receive combined interventions will demonstrate significantly enhanced cognitive performance in selective attention and working memory compared to those enrolled in piano training alone. We also predict within group enhancements after the five weekly maintenance sessions.
LOI SUMMARY

• The final summary restates the intent of the project, affirms your readiness to answer further questions, and thanks the potential funder for its consideration.

• Refer to preferred organization guidelines if specified.
OVERALL TIPS

• Read grants/LOI examples
• Have someone else read your LOI.
• Everyone has a file of unfunded applications/LOI letters. Never take rejection personally.
• Make sure ideas are technically sound. Conduct a pilot study- demonstrates feasibility.
Rejection does not mean that your idea is not good enough; but that the reviewer failed to notice what the grant had to offer.

- Feedback from a rejected proposal is worth $10,000 of free advice.

- Success rates are higher on resubmissions.
WINNING PROPOSAL

- Influence decision-makers
- Convince them of the need to support the project.
- Addresses question(s) with an innovative idea, clearly expressed, clear indication of methods, evaluation, and dissemination plan.
“GO AHEAD AND BUY A TICKET!”

The only way to fail is to never apply.

Thank you for your kind attention.
SUNCOAST MUSIC EDUCATION RESEARCH SYMPOSIUM (SMERS)
USF SCHOOL OF MUSIC
“MUSIC LEARNING ACROSS THE LIFESPAN”
Feb. 4-7th, 2015

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