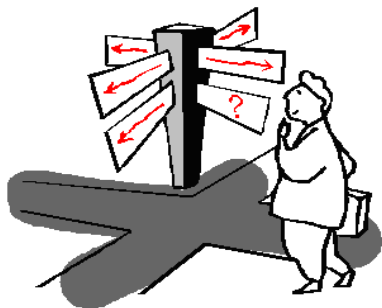


# St. Lawrence University Guidelines For External Grant Funding Requests

Seeking grant support from external funding sources is an important part of your academic scholarship and research activities, and the SLU Office of Corporate and Foundation (C&F) Relations is available to help. Our office oversees the grants process at St. Lawrence and we are your resource for seeking grant funding from any external source (including government agencies, foundations, corporations, organizations, and professional societies). The following guidelines have been developed to help clarify the grant-seeking process, help you get started, and outline the steps you need to take to get University clearance as you pursue grant opportunities.

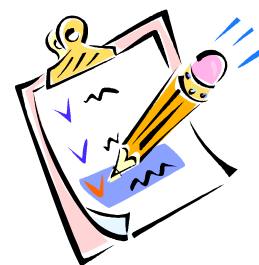


## Getting Started

If you have identified a grant opportunity you want to pursue or have a project for which you would like to seek external funding, your first step is to initiate the grants process through the C&F Office. If your project will have an institutional impact beyond your individual research (e.g., new program; multi-disciplinary project; etc.), you are also encouraged to discuss your ideas with your departmental chair, Dean Valerie Lehr, or Associate Dean Elizabeth Regosin.

## Grant-seeking steps:

1. Draft a summary description of your grant idea.
2. Determine an approximate grant project budget and write down how much you will need in main budget categories (e.g., salary, travel funds, supplies, equipment, etc.).
3. Develop a timetable for the project...and for seeking funds for the project: **start looking for funding 18 to 24 months in advance of your project start date.**
4. Meet with C&F Office staff to discuss your grant project.
5. Identify a potential funder(s) and develop the proposal summary for review by the Grants Committee (see below).
6. Write proposal, assemble support materials, and finalize budget (coordinate timing and assistance with C&F Office staff).
7. Provide full draft of proposal narrative and near-final budget for Grants Committee review two-weeks before your proposal deadline.
8. Submit your proposal to funder (with assistance, as needed, from C&F Office).



## C&F External Grants Committee

All proposals and research grant requests for external funding that will be administered through the University—including requests to government agencies, professional societies, independent organizations, foundations, or corporations—must be reviewed and approved by the C&F External Grants Committee (Grants Committee) before they can be submitted to the funding agency. This group meets approximately every three weeks during the academic year.

## Does this apply to me?

If you are uncertain whether you need to work with the C&F Office for *your* specific grant opportunity, **ask yourself this key question: “When the grant gets paid, will the money go to the University first or directly to me?”** If the funds will be paid first to the University (and *then* distributed to pay for the salaries, supplies, equipment, programs, etc., that you have requested), then you need to follow these guidelines in order to apply for your grant.

### Members of the Grants Committee:

Dan Sullivan  
Valerie Lehr  
Mike Archibald  
Kathy Mullaney  
Liz Regosin  
Susan Pankey  
Devon Murphy Stein

(continued, next page)

## Submitting Your Idea for Review

To initiate your request for review by the Grants Committee, you will need to submit a brief proposal summary (1-2 pages), with the following information:

- **Project Description** – who, what, and why
- **Goals/Outcomes** – what you expect to achieve through the project
- **Project Timetable** – proposed start and end dates for the project and specify whether project activity will take place during the academic year, over the summer, or both
- **Project Budget** – estimated amount of grant support needed and how funds will be spent; include information about other sources of support you currently have for the project
- **Information on Funding Source or Grant Program** (if identified)
- **SLU Cost Share** – identify if you are requesting institutional matching funds, and if so, how much.

**Plan to submit your proposal summary to the Grants Committee at least eight weeks in advance of your proposal deadline.**



## What Happens Next?

Once your proposed grant project has been reviewed by the Grants Committee, several outcomes are possible:

- You may receive authorization to proceed with your proposed grant project with a varying degree of institutional support. This support may include C&F Office assistance with the proposal development, editing, assembly, and submission, as well as the commitment of matching funds from the University.
- The Grants Committee may authorize and endorse your proposed grant project and suggest that you continue the process with additional assistance from Jeanne Narum, our grants consultant and head of the Independent Colleges Office (ICO) in Washington, D.C. or with minimal institutional assistance, such as supporting institutional data and documents.
- The Grants Committee may ask for more information about your project before deciding whether the project can move forward.
- The Grants Committee may decide that the project is not viable for external grant support but agree to explore other ways of funding the project, such as through individual gifts or internal discretionary funds.
- The Grants Committee may decide that the project is not in the best interest of the institution and turn down your request to seek external funding.

When you receive approval to move forward with your grant project, you will continue to coordinate with the C&F staff until your proposal is submitted.

### How to Contact Corporate & Foundation Relations

You can reach the C&F team by phone, email, on the web at [www.stlawu.edu/giving/corporate/](http://www.stlawu.edu/giving/corporate/) or by visiting us at **11 Maple Street**. Our office number is **315-229-5571**.

**Susan Pankey**, Director  
229-5579 [pankey@stlawu.edu](mailto:pankey@stlawu.edu)

**Devon Murphy Stein**,  
Grant Writer  
229-5578 [dstein@stlawu.edu](mailto:dstein@stlawu.edu)

**Carol Smith**, Grants Manager  
229-5574 [csmith@stlawu.edu](mailto:csmith@stlawu.edu)

### Please note:

**In every case, a draft of the full proposal narrative and project budget must be available for review by the President, Vice President and Dean of Academic Affairs, Vice President for Finance, and Director of Corporate & Foundation Relations: a full two weeks in advance of your proposal deadline.**

