



## Academic Affairs Grants Office

### Tips on Preparing a Successful Grant Proposal

The following is a list of tips or advice by grant reviewers and others familiar with the proposal process.

- Be realistic: what can reasonably be accomplished in the scope (time and resources) of this grant?
- Be factual and specific: do not talk in generalities or in emotional terms. Be able to substantiate all statements in your proposal, otherwise do not make them.
- Use language everyone will understand; no abbreviations, initials, or jargon. Don't assume the reader will understand your acronyms or abbreviations.
- Read the guidelines carefully! Don't ask for things that are outside the intent of the grant.
- Go over the checklist repeatedly and make sure each item is addressed.
- Give details about who will do what. Think of each basic step, such as ordering materials, cataloging and managing them. Make sure someone is assigned to manage each step of the project.
- Plan ahead! Allow plenty of time for those involved to meet, discuss, and review progress in the grant writing process. Allow time after completion of the proposal to get the required signatures and attachments and submit the proposal to the funder.
- Give evidence of Institutional support, such as matching funds, department chair commitment, letters of support, etc.
- Have colleagues read the proposal.
- Call if you have questions, but realize that many others may be calling as well – Do not wait until the last minute.
- If the grant is to be submitted online – start the online process early in order to familiarize yourself with the format. You do not want to lose a grant because of a technical glitch, or because you started the submission process on the due date!