

Grant Proposal Preparation FAQ's

Do I need to seek approval before submitting a grant proposal?

Yes, all grant proposals need prior approval before they are sent to a granting agency.

Who needs to approve and review my grant before it is submitted?

Faculty must share their proposal information with their Department Chair and the Dean of Faculty. Faculty will complete the Checklist for Research Grant Proposal and obtain the approval of their Department Chair and the Dean of Faculty. The approved checklist, proposal, and budget will be submitted to the Grants Accountant in the Business Affairs Office for review. The Grants Accountant or Director of Foundation Relations will submit the proposal to the granting agency.

How soon should I send the grant proposal to my Department Chair, the Dean of Faculty, and the Grants Accountant?

Faculty members are encouraged to begin the proposal review process two weeks prior to the proposal due date. This will allow for unanticipated delays with the granting agency, submission process, and individuals who may be out of the office on the day the proposal is due.

If I am collaborating with another institution, do I need to get approval?

Yes, collaborations are treated in the same manner as a primary proposal submitted by HMC. Please follow the same proposal approval process as you would where HMC is the lead institution.

How do I calculate summer salary on my proposal?

Summer salary must be based on your current academic year salary and dividing that figure by 9 to calculate your maximum monthly salary.

Example:

Academic Year Salary: \$80,000 / 9 months = \$8,888.89 Maximum Monthly Summer Salary
Effort during the summer is 2 months: 2 x \$8,888.89 = \$17,777.78 Total Summer Salary

Who should I consult with if I have questions regarding my proposal budget?

Heather Clark in the Business Affairs office can assist Faculty with proposal budget questions. You may reach Heather Clark at ext. 78604 or by email at heather_clark@hmc.edu.

If I need help writing my proposal, who should I contact?

Faculty write their own proposals, however there are resources that are available. Faculty who have previously submitted successful proposals would be a good place to start. Additionally, the Dean of Faculty can offer suggestions of faculty members who would be a good resource for advice. A resource for writing federal grant proposals can be found on the Code of Federal Domestic Assistance Resources website: <https://www.cfda.gov/?s=generalinfo&mode=list&tab=list>