

Grant Application and Reporting Processes

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## Grant Application and Reporting Processes

### Overview

The Grace Ann Geibel Institute for Justice and Social Responsibility (The Institute) was established in 2004 to honor Sister Grace Ann Geibel who served as Carlow University's President for seventeen years. The Institute was endowed by a \$ 1million gift from Elsie Hilliard Hillman through the Elsie Hilliard Hillman Foundation. Carlow University faculty and staff developed its mission, purpose and operating framework during a series of campus-wide planning sessions that took place in the mid-2000s.

The **purpose** of the Grace Ann Geibel Institute for Justice and Social Responsibility is to develop a women-centered approach to leadership that seeks to challenge systemic oppression by engaging students, faculty, staff and community in research, education and outreach. Its **vision** is guided by the mission, history and traditions of Carlow University and its founders and sponsors, the Sisters of Mercy. Its operation is rooted in the principle of academic freedom, and it primarily values the pursuit of knowledge and praxis related to the exploration of the general question, ***“What makes a just society?”***

The Institute helps faculty and staff realize projects that demonstrate these values through financial support and technical assistance. It is guided by a rotating team of faculty co-facilitators with administrative and strategic support delivered by the Social Justice Institutes of Carlow University.

The **goals** of The Grace Ann Geibel Institute and its supported projects are:

- To address issues of justice and social responsibility through research, education and outreach projects led by Carlow faculty and staff
- To support faculty development that enhances knowledge of 21<sup>st</sup> Century, women-centered approaches to addressing issues of justice and social responsibility
- To increase the engagement of Carlow University and its faculty and students in community, corporate, cultural, civic and educational efforts and initiatives that address issues of justice and social responsibility

The Institute understands that both faculty and staff at many levels throughout the University may undertake valuable work that supports these goals. Because of this, both faculty and staff are eligible to apply to The Institute for project support. However, when limited resources require that The Institute choose between equally worthy project applications submitted by faculty and staff, priority will be given to faculty projects in acknowledgment of University policies that encourage faculty scholarship.

Each year, The Grace Ann Geibel Institute conducts two cycles of grant making. The opportunity is announced via the University's intranet and through communication with University Deans and Chairs who are asked to bring the opportunity to the attention of their faculty and staff. A peer panel comprised of faculty members is convened to review proposals and make funding recommendations. All projects and funding must be approved by the Provost before projects may begin. Information about The Institute, including application forms and policies, and contact information for faculty co-facilitators and the Social Justice Institutes, are located under the Academics tab on the University Portal.

## Grant Application and Reporting Processes

### Deadlines and Types of Support

Project Leaders are encouraged to meet with the Director of the Social Justice Institutes or a faculty co-facilitator prior to submission of their *Letters of Intent to Apply* for guidance on The Institute's goals, application procedures and proposal development, and information about project leaders' obligations related to administering and reporting on funded projects.

The 2016-17 funding cycles are listed below. Once funding decisions are approved, those awarded grants receive a grant agreement that confirms the amount of the award and the purpose(s) for which it may be used, and information about grant funds management. Proposers are encouraged to plan well in advance to ensure that monies for approved projects are in hand when needed. (Depending on the project and need for funds, proposers may wish to apply at an earlier deadline than the one that immediately precedes their project start date.)

### 2016-17 Project Deadlines

<i>For Projects that begin:</i>	<b><u>No earlier than mid-January:</u></b>	<b><u>No earlier than mid-June:</u></b>
Letters of Intent to Apply are due:	October 18, 2016	February 15, 2017
Full Proposals are due:	November 15, 2016	March 30, 2017
Funding decisions are made:	Late November, early December	Late April, early May

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The Grace Ann Geibel Institute provides the descriptions below of *Types of Support* provided as a *guideline only*; the bullet points in each category describe characteristics of most grants in the category; faculty peer panels make recommendations related to funding and funding amounts. All proposals must include a well-researched, balanced budget showing project income and expenses.

### Seed Grants, Limited Scope Projects: Up to \$1,500

- Projects in their early stages
- Projects of limited scope, timeline
- Usually completed within one semester
- Most first-time grants are seed grants

### Major Project Support: Up to \$ 5,000

- Represent a second, or follow-up phase of a seed grant project
- Have larger scope and longer timeline
- Have ambitious goals and detailed work plan covering the life of the proposed project
- Project leaders have previous experience managing grants and projects of substantial scope

### Signature Projects: Up to \$10,000 (total over a two-year period)

- By invitation only
- Project leaders have previous experience successfully administering a Geibel Institute project/grant
- Projects of substantial scope with detailed long-range plans
- Demonstrate potential for national or international impact
- Generally have received financial support in addition to that provided by The Geibel Institute

### Partnerships or Sponsorships: Up to \$ 2,500

- Support for events, conferences, speakers series' that support The Institute's mission and goals
- May take place on or off campus, but must provide meaningful opportunities for involvement and participation by the Carlow University community
- Proposer must be a Carlow faculty or staff member with a role in planning and overseeing the event, the administration of grant funds and the submission of a final report
- If funded, the partnership/sponsorship is subject to University Communications and External Relations policies related to the acknowledgment of the University and The Institute in event promotional materials

### Professional Development/Travel: Up to \$750

- Support for professional development or travel expenses for activities/projects that support The Institute's mission and goals
- Often related to a previously-funded Geibel Institute project (e.g., presentation of paper related to Geibel Institute project)
- Proposer must outline how she will share the experience/learning made possible with Institute funds with the Carlow community

## Grant Application and Reporting Processes

### Funding Criteria

Peer panels are instructed to evaluate proposals based on the following criteria:

- The extent to which the project addresses one or more Institute goals
- The extent to which the project serves the educational mission of the University and engages students, faculty, staff.
- The extent to which the project's methodology reflects principles of justice and social responsibility (e.g., those most affected by issues of injustice/oppression to be explored participate as decision-makers in the project design, sharing of outcomes; project methodology reflects best practice, etc.).
- The feasibility and potential success of the project, as evidenced by the application, project plan, budget.
- If applicable, the project leader's successful completion of a previously funded project, including the submission of a final report

### Funding Restrictions

- Grant monies may not be used for expenses incurred prior to award.
- Grant monies may not pay salaries or fees to Carlow faculty or staff.
- All projects are subject to University policies (financial, human resources, student employment, fundraising, etc.). It is the responsibility of the project leader to familiarize herself with these policies and ensure that they are followed.
- Project leaders are required to submit 2 reports on projects (interim or final reports). Report due dates will be listed in the grant agreement.

*Please see additional information on The Grace Ann Geibel Institute page on myPortal under the Academics tab, or contact Jessica Ruffin at [jbruffin@carlow.edu](mailto:jbruffin@carlow.edu).*

## Grant Application and Reporting Processes

### Application Process for Seed Awards, Major Project Support, and Signature Project Support

Before beginning your proposal, please review the following:

- Vision and goals of the Geibel Institute
- Types of support provided by the Geibel Institute
- Funding eligibility and criteria for the Geibel Institute<sup>1</sup>

#### Step 1. Letter of Intent

*Due October 18, 2016 (Spring Cycle) and February 15, 2017 (Fall Cycle)*

Should include the following:

- Name of the Project Leader, Department, and University Contact Information
- Name and brief description of the project
- A statement on how this project aligns with the vision and goals of the Geibel Institute
- Amount of funding requested
- Project start and completion dates
- List of project partners (faculty, staff, and community partners) responsible for carrying out key aspects of the project.

#### Step 2. Planning Meeting / Strategy Circle (By Invitation Only)

Select applicants will be invited to participate in a strategy circle with members of the faculty co-facilitators and staff from the Social Justice Institutes and the Office of Sponsored Research and Projects. The goal of this meeting is to discuss the project, the project leader's capacity, and determine opportunities for support and project sustainability beyond Geibel Institute funding. These meetings will be scheduled no later than November 1<sup>st</sup>.

#### Step 3. Full Proposal (By Invitation Only)

*Due November 15, 2016 (Spring Cycle) and March 30, 2017 (Fall Cycle)*

Following the Planning meetings, a select number of applicants will be invited to submit full proposals. The format is found on page 7.

\*All submissions should be sent as a PDF file to Jessica Ruffin at [jbruffin@carlow.edu](mailto:jbruffin@carlow.edu).

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<sup>1</sup> Please note that project leaders must follow all University policies in carrying out their projects, including the University's financial policies and procedures. If your project is funded, you will be required to come to a meeting to learn how to manage your grant's finances, check requests, etc.

## Grant Application and Reporting Processes

### Full Proposal: COVER SHEET

Date of Application:

About the Project Leader(s)

Name:

Department:

Rank:

Email Address:

Office Phone:

Alternate Phone Number:

About the Project

Name of the Project:

Is this project NEW \_\_\_\_\_ or EXISTING \_\_\_\_\_

If EXISTING, please indicate the year the project was initiated \_\_\_\_\_

Type of Support Requested

- Seed Grants (up to \$1500)
- Major Project Support (up to \$5000)
- Signature Project Support (up to \$10000 over 2 years)

Project Start Date:

Project Completion Date:

Please indicate the TOTAL Project Budget<sup>2</sup>:

Amount Requested:

Brief Description of Project Goals:

Intended Justice and Social Responsibility Impact:

Signature of Project Leader(s) / Date:

Supervisor Signature / Date:

Does this project require IRB Approval? YES \_\_\_\_\_ or No \_\_\_\_\_

If yes, attach approval letter or timeline for receiving IRB approval

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<sup>2</sup> If you will need funding in addition to what you have requested from the Geibel Institute in order to achieve the project goals you describe above, please share what additional funds or in-kind support have been received and/or your plans for generating additional support. (Please be aware of the University's policies related to fundraising activities by employees and students found here on the portal: <https://myportal.carlow.edu/employee/advancement/Pages/default.aspx>.)

## Grant Application and Reporting Processes

### Full Proposal: PROPOSAL

#### Executive Summary

1. Brief description of the project
2. Overall project outcomes
3. Funded project outcomes
4. Statement of how this project aligns with the goals of the Geibel Institute
5. Brief description of how the funds will be spent

#### Narrative (Please use headings)

1. Description of the project
  - a. Problem and Need
  - b. Project Goals
  - c. Project Design/Methodology
  - d. Project Timeline
  - e. Detailed description of how the fund will be used
  - f. Background of Project Leader(s)
  - g. Background and Role of Project Partners
2. Evaluation
  - a. Description of project outcomes
  - b. Description of how you intend to measure project outcomes
  - c. Description of tools that will be utilized to measure project outcomes

\*Please submit evaluation tools as a proposal attachment.

Grant Application and Reporting Processes

Full Proposal: BUDGET

Revenue	Committed Funds	Pending Funds
Amount requested from the Geibel Institute		
Earned income projected		
Grants and contributions		
In-kind Support <i>(Please provide a brief narrative of this support on a separate sheet of paper)</i>		
<b>Total Income</b>		
Expenses	Amount Requested in this Proposal	Total Project Expenses
Personnel		
<i>Consultant and Professional Fees</i>		
Travel and Accommodations		
Meals/Entertainment		
Conference Fees		
Supplies		
Printing		
Copying		
Food Services / Catering		
Information Technology		
Other		
<b>Total Expenses</b>		

## Grant Application and Reporting Processes

### Step 4. Reporting

#### Reporting Requirements: Cover Sheet

##### About the Project Leader(s)

Name:

Department:

Rank:

Email Address:

Office Phone:

Alternate Phone Number:

##### About the Project

Name of the Project:

Amount of Award:

Project Start Date:

Project Completion Date:

Purpose of the Award:

Stated Project Goals/Objectives/Outcomes:

Signature of Project Leader(s) / Date:

#### Reporting Requirements: Report

Please respond to the following questions in addition to submitting any scholarly outcomes (reports, papers, etc.). Your responses should not exceed 2-3 pages.

1. What impact did the award have on your research, pedagogical project(s), and/or outreach efforts?
2. During the course of your project, did anything transpire in ways that you did not anticipate?
3. What did you learn from your pursuit of the objectives that you established?
4. Based on current conditions, are there things that you would do differently in utilizing the award? If so, what?
5. If the project is part of a larger campaign, please provide a status report on the campaign.

## Grant Application and Reporting Processes

### Reporting Requirements: Budget Report

Revenue	Committed Funds at time of Application	Funds Received
Amount requested from the Geibel Institute		
Earned income projected		
Grants and contributions		
In-kind Support <i>(Please provide a brief narrative of this support on a separate sheet of paper)</i>		
<b>Total Income</b>		
Expenses	Amount Requested from Geibel	Total Project Expenses charged to Geibel
Personnel		
<i>Consultant and Professional Fees</i>		
Travel and Accommodations		
Meals/Entertainment		
Conference Fees		
Supplies		
Printing		
Copying		
Food Services / Catering		
Information Technology		
Other		
<b>Total Expenses</b>		

Explanation: Write a short narrative explanation of one paragraph or less to answer the question: How was this grant spent?

*Note: Please note that if there are remaining funds from an award, the Geibel Institute reserves the right to either:*

- 1) Request a refund of the unspent funds, or
- 2) Request a proposal to use the unspent funds.

## Grant Application and Reporting Processes

### Application Process for Partnership, Sponsorship, and Professional Development Opportunities

Please note that project leaders must follow all University policies in carrying out their projects, including the University’s financial policies and procedures. If your project is funded, you will be required to come to a meeting to learn how to manage your grant’s finances, check requests, etc.

#### Step 1. Letter of Inquiry

Due October 15, 2016 (Spring Cycle) and February 15, 2017 (Fall Cycle)

Should include the following:

- \* Name of the Requestor, Department, and University Contact Information
- \* Description of the Opportunity
- \* Date(s) of the opportunity
- \* Amount of funding requested
- \* A statement on how this opportunity aligns with the vision and goals of the Geibel Institute
- \* A statement of Institutional Impact: How will this opportunity impact Carlow University?

#### Step 2. Budget

Revenue	Committed Funds	Pending Funds
Amount requested from Geibel		
Earned income projected		
Grants and contributions		
In-kind Support <i>(Please provide a brief narrative of this support on a separate sheet of paper)</i>		
<b>Total Income</b>		
Expenses	Amount Requested in this Proposal	Total Project Expenses
Personnel		
<i>Consultant and Professional Fees</i>		
Travel and Accommodations		
Meals/Entertainment		
Conference Fees		
Supplies		
Printing		
Copying		
Food Services / Catering		
Information Technology		
Other		
<b>Total Expenses</b>		