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**How to Apply for an Institutional Grant**

Saint Peter's encourages faculty and staff members to seek external financial support for special programs and projects. External grants are binding contracts between the sponsoring agency and SPU. As a result, careful review of proposals before submission is needed.

During the initial stages of proposal preparation, please follow these steps:

**Step #1: Approve** Obtain written approval from your supervisor/department head, Dean (if it is an Academic Affairs request) and Vice President or Provost by completing the Grant Intent Form and then the Grant Approval Form. If you’re seeking corporate or private foundation support, these forms should be submitted to Emory Edwards, Director of Corporate, Foundation and Government Relations, in the Office of Advancement and External Affairs. If you’re seeking government funds or are pursuing a faculty research project or a fellowship, please submit the forms to Andrea Bubka, Director, Office of Faculty Research and Sponsored Programs.

**Step #2: Collaborate** You will be contacted by either Emory Edwards or Andrea Bubka so that collaborative work can begin on the project, whether it is writing the proposal itself or researching possible funding sources. The grant applications are submitted by the Directors.

**Step #3: Follow up** Emory Edwards or Andrea Bubka will contact you if any communication is received from the potential funder. You may be asked to provide further information, speak with a funder directly or participate in a site visit. Or, you may hear that the proposal was approved or declined.

**Thank you for your cooperation and good luck!**

**QUESTIONS?**

Contact Emory Edwards at x6108 or eedwards@saintpeters.edu or

Andrea Bubka at x6303 or abubka@saintpeters.edu.