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GENERAL PRINCIPLES OF FUNDING Dos and Don'ts

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The research grant application process.



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WHERE TO START?

KNOW WHAT IS AVAILABLE AND IDENTIFY AN
APPROPRIATE FUNDING AGENCY

- At your University
 - Internal funding AND Funding Newsletters?
- Internet searches
- Funding databases - Open4Yebo
- Consult Colleagues
 - Tried and tested funders/funding calls



SCAN THE HORIZON
DIVERSIFY



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<https://www.open4research.eu/yebo/Register?ReturnUrl=%2fyebo%2fSearch%3fbcr%3dMTIzNA>





YEBO!



**INTERNATIONALIZATION
OF DOCTORAL STUDIES
IN SOUTH AFRICA**

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This short registration form will give you immediate, free and unrestricted access to our comprehensive database of funding opportunities. You can browse or search for your own research funding needs, and also generate reports and save information on funding of interest. Registration is necessary to measure the use and value of continuing to provide this information service.

Please complete and submit the following details to register. We will not provide your details to any other third party/organisation and will only use your information for the purpose provided.

Fields marked with an asterisk (*) must be completed.

Email address *

Confirm email address *

Residency *

I am happy to be contacted by this YEBO 4 Research or other nominated support agencies to support me or my organisation.

Already Registered?

Email *

Password *


Remember me?

Forgotten your password? [Log in](#)

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Know your funder / Identify a call ... Ask the right questions

- ▶ What research is your funder supporting?
 - Fit / Priorities
- ▶ Who sits on the review panel?
- ▶ What is the success rate for this call?
 - What has been funded before
- ▶ Are you able to see past successful/unsuccessful applications? <https://www.ogrant.org/>
- ▶ Are you able to provide the deliverables stipulated by the funder?



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FOMO in Funding. Should one apply to all opportunities?


Make choices

- Funding with a positive contribution
- Funding aligned with your vision / your department / your faculty / your university...
- Do I have the right expertise?
- Do I have the right resources...

Once you have made a choice you should...



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ONE ADVICE TO ALWAYS REMEMBER...

**Once you have made your choice:
READ THE CALL GUIDELINES ...
AND MAKE NOTES**

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BASIC PRINCIPLES



BEFORE YOU START:

- Make sure that you are ELIGIBLE

BEFORE THE DEADLINE:

- List all the documents **YOU** need to provide
- List all the documents **YOUR INSTITUTION** needs to provide and learn about their timeline
 - ie: UCT Research Contracts and Innovation (RC&I) require 5 working days...
 - Letters of support from your HOD? Your Dean? Your DVC? ...
- **INTERNAL/INSTITUTIONAL DEADLINE vs FUNDER'S DEADLINE**

DON'T UNDER-ESTIMATE THE TIME IT TAKES TO PREPARE A GOOD PROPOSAL

- Start in Advance
- Give yourself at least a few days prior to the deadline to submit your application to avoid last minute problems, missing documentation, internet crash...

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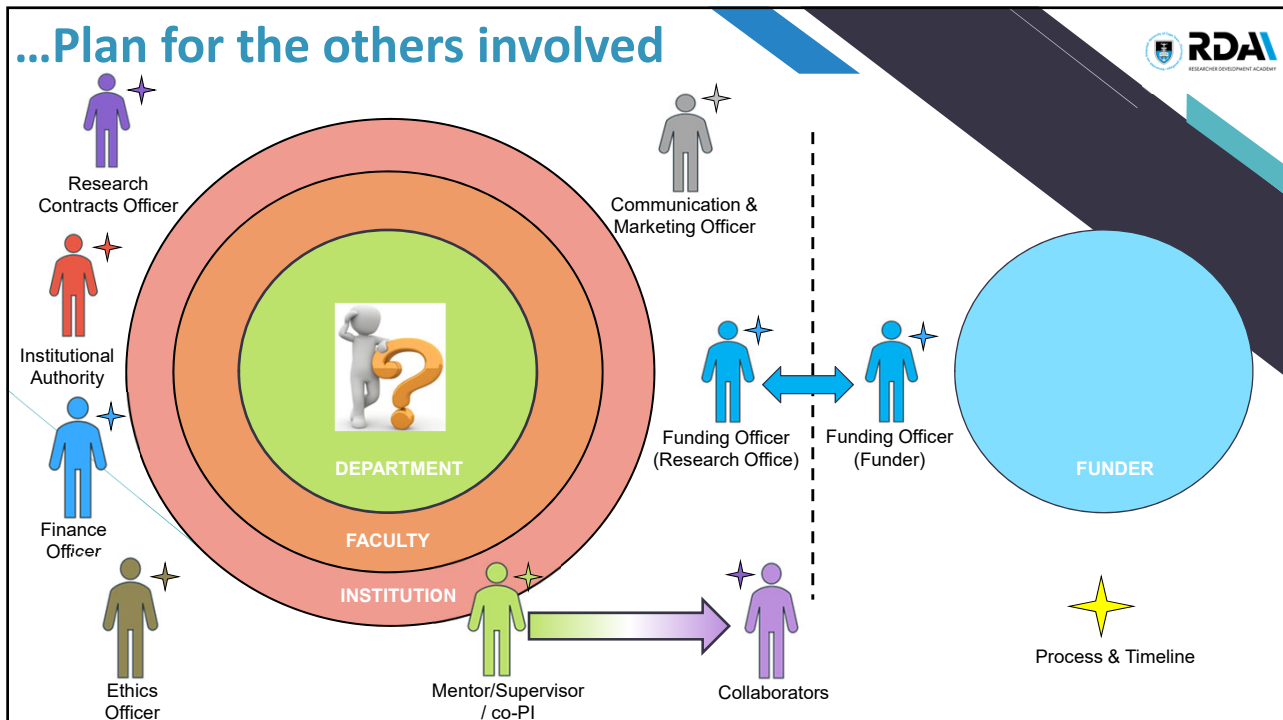
TOOLS: Plan... for your team



Task	Responsible	Due	Completed
Review the Call for Proposals	Jane and Professor	January 1	
Evaluate Agency's Goals using the Worksheet	Jane	January 10	
Complete the Evaluation Criteria Worksheet	Jane and Professor	January 15	
Develop the Application Package Checklist	Jane	January 15	
Identify appropriate partners	Jane and Professor	January 20	
Contact partners and ask for their interest and secure commitment for letters of support	Jane and Professor	January 22	
Prepare your questions for the Contact person at the agency	Jane	January 30	
Make contact and obtain answers to your questions	Jane	January 31	
Revise worksheets as relevant with this new information	Jane	February 5	
Draft, Review, Edit and Repeat	Jane and Professor	March 15	
Develop Budget	Jane and Professor	March 20	
Collect Letters of Support from Partners	Jane	March 1	
Finalize Text	Jane and Professor	March 30	
Complete all forms	Jane	April 1	
Make copies of final proposal	Jane	April 5	
Submit proposal at least 3 working days before the April 15 deadline using a courier service.	Jane	April 10	

Taken from Purdue University

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Market Your Project

- Inform and convince the funder about the value of the project
- Emphasise the aspects of the project that the funder will like best
- The proposal should address
 - The feasibility of the project
 - The robustness and relevance
 - Why you are the appropriate person/ team

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Demonstrate Meticulous Planning for the Research project



- The funder should be in no doubt that you have meticulously thought through and planned for every aspect of the project
- Demonstrate that nothing will be left to chance
- Reassure funders that their money is in good hands
- Leave no room for doubt

Objectives --> Activities --> Timelines --> Budget --> Outputs

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Writing For Reviewers



- Review panel is composed of **mixed backgrounds**
- Carefully **craft** your proposal with some parts demonstrating expert knowledge & other parts written for the generalist/lay person
- Both shows competence and the down-to-earth relevance of the project
- Reviewers have little time to spare
- An ill-prepared application will irritate the reviewer
- Only include what is relevant



"Agreed. We fund only those proposals we can understand."

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Secrets for writing a winning proposal

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1. Nothing replaces **GOOD SCIENCE**- know your field
2. Convince the reviewer that **YOU ARE THE BEST PERSON** to carry out this project
 - Your engagement with the field (literature review)
 - Your project
 - Your profile
3. **BE ASSERTIVE**, present your project as if you knew exactly what you will be achieving:
 - If you are too hesitant, you will create doubt in the reviewers' mind
 - Demonstrate feasibility
 - Demonstrate Robustness of the project

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4. Ask colleagues (experts) and friends/family (civilians) to read your project
 - Do you use too much jargon?
 - Do you assume too much that your audience belongs to the same discipline
 - Have you defined acronyms...
5. **START NOW** – you will re-write your narratives multiple times
6. **WORK** on your own **word document** before heading for the funder's website

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IMPORTANT Advice...

- Do not copy-paste ... **craft!**
- Never disregard instructions about **formatting**
- Visual presentation & Structure matter: Neat & Easy on the eye/Readable
 - Headings & subheadings
 - Short paragraphs
 - Short sentences
 - Explain acronyms
- Respect character count (word to online template)
 - Electronic – online vs email
 - Hardcopy
- A good application is not necessarily one that is long. So do not try to match the word count!

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Last IMPORTANT Advice...



- Never leave fields blank ---> n/a
- Do not refer to websites or to too many attachments
- Use correct naming of attachments
- Be grammatically correct (do not use abbreviated words)
- Do a spell-check
- Proof-read everything. The proof-read **again...**

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Before submitting ask yourself again...

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What makes a project 'fundable'?

GRANTS FACTORY
WRITING GROUPS
2013-14



Did you/your research ask an important question...

.....that will be answered.....

.....in a cost effective manner...

.....by someone (YOU/your Team) who knows what they are doing....

.....that will have 'impact'....

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Any Questions?

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