

What is a grant proposal?

The applicant has a (good) idea, but lacks (sufficient) resources to realize it

The funding agency distributes financial resources to realize (good) ideas within the frame of its specific scopes.

The funding agency preventively determines

- its scopes
- the eligibility of the applicant

The applicant submits a project (how to realize the idea) to the funding agency

The project must **convince** the agency that

- The idea falls within the scopes of the agency
- The idea is novel, original and interesting
- The realization is feasible
- The applicant has the capacity to realize the idea if adequately supported
- The applicant has part of the resources required to realize the idea
- The resources requested by the applicant are adequate to realize the idea

Structure of the grant proposal

Title — Abstract (scientific/lay)

Project

Background information *where are we/what do we know now*

Goals *where do we go from here*

Workplan— methods *how do we get there*

Applicant

Applicant CV *who are we*

The team

Specific expertise *why we are good for the goal*

Budget

Required resources *how much it costs (to reach the goal)*

Available resources *what we have (to reach the goal)*

Requested resources *what we need (to reach the goal)*

Title

Abstract

- *Scientific abstract*

- *target:* the funding agency
- *scope:* used to select reviewers

- *Lay abstract*

- *target:* the general public
- *scope:* used by the agency to promote its goals and activities

Rationale

Goals

Methods

Outcomes/effects

Project

Background information where are we/what do we know now

- define the state of the art of the field in the perspective of your project
- define unanswered/unresolved issues and highlight their relevance (for the advancement of knowledge in general and for the scopes of the agency in particular)
- Define the reason why (rational) your approach will enable you to address previously unanswered issues.

Goals where do we go from here

- Clearly define the specific objectives of your project
- Produce a schematic and precise list of your goals
- Define the potential relationships linking the different

Project

Workplan— methods

how do we get there

- Describe the general development of the whole project
- Clearly define intermediate goals (milestones)
- Describe the methods/approaches that you will use to realize your idea
- Provide convincing arguments that the methods/approaches are appropriate to reach the proposed goals
- Foresee and discuss possible difficulties, pitfalls and problems that may hinder your work. Provide solutions or alternative ways
- Prepare a timetable of your work, defining the time required to reach each milestone

Applicant

Applicant CV who we are
The team

- *Describe the previous experiences of each member of the team*
- *Always keep in mind the project and the scopes of the funding agency*

Specific expertise why we are good for the goal

- *Demonstrate that you and your coworkers have specific qualities and capabilities to carry out the project*
- *Define the role of each participant and demonstrate that his/her contribution is required to achieve the proposed goals*

Budget

Required resources *how much it costs (to reach the goal)*

- Define the total amount of human, material and financial resources required to carry out the work

Available resources *what we have (to reach the goal)*

- List the resources (human, material, financial) already available for the project. Show that you work in an **environment** that is suitable to carry out the proposed task

Requested resources *what we need (to reach the goal)*

- List the unavailable resources that you request to reach the goal
- Demonstrate that each item is actually needed for the task

Remember that the total resources available must be higher than the requested resources

Budget

Human resources (salaries)

Any person directly involved in the project (potential author of the resulting realization)

Cost = as cost/time unit x time devoted to the project

Material resources

Equipment and durable goods required to carry out the project

Cost = market value of each item (sometimes supported only for the time devoted to the project)

Functioning

Consumables, disposable material, maintenance and functioning of equipment, consultants (non-author participants), dissemination and publication expenses

Cost = market value of each item

Budget

- Demonstrate that each requested item is needed to reach the goal
- Justify the cost of each requested item
- Explain why, when you do not choose the cheapest item of a set
- The minimum budget required to reach the goal should be defined
- Pay an adequate salary to each participant
- indicate a reasonable time devoted to the project according to the specific role attributed to each participant
- Remember that running equipment has a cost (if you buy a car then you also need gasoline)
- All costs have to be directly related to the project; structure or infrastructure costs are usually not eligible