

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 (rationale) 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 are we

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

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