# MINNESOTA STATE UNIVERSITY, MANKATO

**Grant Writing Incentive**
**APPLICATION**

<u>Please note:</u> Only applications for grants that generate indirect funds AND are greater than or equal to $50,000 will be considered. An applicant, as an individual or team, may only be funded once every three years (from the date of the previous award).

Individual applications will be up to 5 duty days and team-authored applications will be up to 10 duty days (not to exceed 5 days/person). Applicants must contact the RASP Director to confirm eligibility to receive additional financial compensation, and the compensation will be consistent with the provisions in the employee's collective bargaining contract.

You must complete and attach the Application Cover Page to your proposal, securing the required approval signatures.

Required Format: Your application must be no more than 3 pages (not including the required cover page and an abridged CV; see section D below) and must address the following items:

A. State the basic purpose of your grant. This section should include a very basic background and aims/goals for the grant. What is the purpose/hypothesis for your project? Please describe any undergraduate or graduate student involvement in this section as well.

B. Write a detailed description of your proposed grant submission. In this section be sure to address:

1. Identify the funding agency, Request For Proposal (RFP) that you plan to submit, AND the following:
   - Application deadline(s),
   - Maximum award amount,
   - Website URL,
   - Any restrictions on indirect funds,
   - Any match requirements, and
   - Additional external funding mechanisms that could be used if your grant is not fully funded.

2. If you are writing this grant as part of a team, provide your team coordination plan. (see https://www.niaid.nih.gov/grants-contracts/tips-writing-strong-multiple-pi-leadership-plan, for tips)

3. Provide a timeline and include a work plan illustrating your strategy for completing the proposal writing AND submitting your grant.

C. Please list all of your previous external grant submissions (any amount), and whether these were funded or not.

D. Attach an abridged CV (5 pages maximum; this does not count towards the three page limit). This CV should include previous research successes that are important for the grant you are planning to write. This may be in the form of a NSF or NIH biosketch (or similar).