



ARKANSAS STATE
UNIVERSITY

Research and Technology Transfer

Grant Writing Workshop 2025

Day 2



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Finding Relevant Solicitations & Keys to Reading Solicitations

Research and Technology Transfer

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Meet Your Presenters



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External Funding

Corporate and Foundation Relations

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Meet The Team



Ravan Gaston-Hilson

Associate Director of
Foundation Relations



Jessica Blackburn

Assistant Vice Chancellor
Director of Foundation and Corporate
Relations



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Corporate and Foundation Relations

University Advancement is a clearinghouse for all solicitations to corporations and foundations from the University and its representatives.

CFR team role is to serve as a facilitator to:

- Help corporations fulfill their business and community engagement strategies
- Help private funding foundations solve community problems and fulfill their philanthropic mission
- Connect University representatives with corporate and foundation representatives to help foster partnerships that may or may not lead to private funding support



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Corporate and Foundation Relations

- Develop Unrestricted Funding Proposals
- Engage with Foundations, Associations, Corporations, and Corporate Foundations
- Identify and evaluate new funding opportunities from foundations, associations, corporations, and corporate foundations.
- Regularly meet with representatives from corporations and foundations to establish and nurture long-term working relationships.
- Keep track of applications submitted to foundations and corporations already engaged by the institution and the ASU System, ensuring alignment and avoiding duplication of efforts.



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CFR, RTT & SPA

Collaborative Impact

Helping faculty/staff from the idea stage
to submission phase to post-award stage

- **Joint Funding Initiatives:** Develop joint funding initiatives that leverage the strengths of all three teams.
- **Regular Communication:** Establish regular meetings and communication channels to share updates, opportunities, and challenges.
- **Shared Resources:** Pool resources and expertise to enhance support for researchers, such as shared databases of funding opportunities and industry contacts.
- **Collaborative Events:** Organize collaborative events like workshops, seminars, and networking events to foster relationships between researchers, industry partners, and funding agencies. Submits restricted foundation funding jointly.
- **Post-award grant management:** Work with SPA on tracking funds spent.



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CFR Step-by-Step Process

1. DEVELOP A PROPOSAL

- Submit a one-pager describing your project to the Associate Director of Foundation Relations.

2. PROSPECT RESEARCH

- CFR will assist you in developing a prospect list for your project. CFR will also examine the past relationship and funding from prospect organization(s) to determine best strategy for achieving positive results.

3. SOLICITATION

- Proposals will be submitting through the CFR office to maintain consistency across campus, please submit to CFR 10 days prior to the foundation's deadline. CFR will contact you with the outcome of the request.

4. STEWARDSHIP

- The stewardship process across companies and foundations will vary. Corporations and Foundations may request progress reports. These reports are the responsibility of the department and individuals running the program, not CFR. CFR will work with you to make sure you and your departments are aware of reporting requirements and deadlines.



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Who Submits?!

- University Advancement is a clearinghouse for all solicitations to corporations and foundations from the University and its representatives. Please consult with us before contacting any foundation.
- CFR or RTT will submit to the funder on your behalf.
- Investigators are NOT allowed to receive awards or sign agreements and contracts on behalf of the University or ASU System Foundation.
- Advancement, RTT and SPA will work together to make the ultimate decision of which office will officially submit.



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Important Websites

[Corporate and Foundation Engagement](#)

[Research and Technology Transfer](#)

[Sponsored Programs Accounting](#)

[ASU System Foundation](#)



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Questions



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Finding Relevant Solicitations

Considerations before you start your search:

1. Do you have a clear research idea or creative endeavor?

- You cannot target funders without a clear project idea. Have a boiler plate (concept paper) of your research idea or creative endeavor.

2. Are you clear on the type of funding you will need?

- Will you be funding students? Do you need supplies, travel, and/or equipment? Do you need to support yourself or a staff in the summer or year-round? Where will the dollars go?

3. Are your timelines reasonable?

- Timelines for applying for funding should be reasonable. Waiting until the next grant cycle may give you a greater advantage because your proposal will be more refined.

4. Have you researched prospecting tools available to you?

- Check out the “Find Funding” links in the Investigator’s Toolbox on the RTT website. Alert RTT and/or Advancement when you want to start working on your funding goals.

Finding Relevant Solicitations

Before applying, understand the sponsor's needs.

- **What are the priority areas of each funder you are considering?**
 - Many funders will have clearly defined priority areas. You must focus your proposal on the funder priority areas and not only your own. Yet, you do not want to stray too far from your topic of interest...finding the right match takes effort and time.
- **Does the the solicitation apply for your role and A-State?**
 - Confirm that you as an individual PI are eligible (terminal degree, tenure-track, Associate Professor rank)
 - Confirm that A-State is an eligible organization (Public/State controlled institution of higher education or 501(c)(3) through the ASU Foundation)
- **What is the sponsor's mission?**
 - Align your proposal to the sponsor's mission and make sure the missions match.
- **Research funders who provide funding to institutions like A-State.**
 - Targeting funders who fund institutions in the same R2 classification as A-State can give you an advantage on proposal preparation by reviewing previously funded abstracts...remember, A-State is a public, non-land-grant, doctoral granting, primarily undergraduate, research institution.
 - Many sponsors have tools on their websites to filter grant recipients.

Finding Relevant Solicitations

Where can I find grant opportunities?

- **Grants.gov**

- Grants.gov is the database for most, if not all, federal grant opportunities. You do not need a login to search through opportunities.
- Provides a comprehensive list of federal grant-making agencies

- **FederalRegister.gov**

- **Individual Agency Websites**

- Federal grant websites can be found on Grants.gov, or you may have already targeted a federal sponsor. Sign up for their listservs.

Reading a Solicitation

What PIs should look for:

- **Funding cycles/Due dates**
- **Eligibility**
 - Required PI expertise and credentials
 - Institutional eligibility (RTT will also check institutional eligibility)
 - Limited Submission? Get with RTT before applying. We must do an internal competition first.
- **Letter of Intent requirements**
 - Some solicitations require a letter of intent before you can apply to a funding opportunity. This could be used as a notice of intent to apply or for invitation only applications.

Reading a Solicitation

What PIs should look for:

- **Award ceiling**
 - Max amount of direct and indirect costs you can request
- **Allowable and unallowable costs**
 - Sponsors typically outline any unallowable costs in their solicitations and any modifications to collecting indirect costs
- **Required costs**
 - Some sponsors require specific costs to be included in your budget such as annual meeting travel, external evaluator costs, or cost-sharing requirements

Reading a Solicitation

What PIs should look for:

- **Proposal preparation instructions**

- What are your required proposal sections, forms, and ancillary documents?
 - Typical sections: Project narrative, abstract/summary, budget, budget justification, facilities and other resources, current and pending support, etc.
- Pay attention to required fonts, spacing, page limits, margins, file names, and required sub-sections within your narrative

- **Funding priorities**

- Funders will list their priority areas, and you must directly address these areas within your proposal



Reading a Solicitation

What PIs should look for:

- **Merit review criteria**
 - Sometimes budget or narrative requirements can be hidden here
 - Gives you an idea of what reviewers will be looking for and a timeline for when your proposal will be reviewed and scored
- **Program Officer Contact Information**
 - Contact your Program Officer early to build a relationship



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Reading a Solicitation

RTT is here to help! RTT staff will assist you in interpreting your solicitation.

- We will assist you in understanding the solicitation and handle the following:
 - Institutional eligibility
 - Sam.gov requirements
 - SF-424s or other institutional information forms
 - Institutional letters of support, letters of intent, matching/cost-share waiver letters beyond departmental commitments, or letters stating eligibility
 - Registering for and entering proposals into submission portals
 - Facilitating internal approvals through Cayuse
 - Submission of the final proposal



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Scavenger Hunt

Instructions:

- You've been given a list of 20 grant topics.
- Your task: Search online and find real, current grant opportunities related to each topic.
- After the workshop, upload your findings (links + short summaries) to the shared folder.
- This way, everyone gets access to a wide set of field-specific funding opportunities collected by the group.



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Solicitation Relay

Instructions:

You will receive:

- A printed grant solicitation, and
- This worksheet with 25 questions.

Task:

1. Read through the grant document carefully.
2. As you find the answers:
 - Highlight or underline the relevant text directly in the printed grant.
 - Next to the highlighted text, write the corresponding question number.
 - Write your answer in the table on this worksheet.
3. Duration: 1 hour
4. After time is up, we'll debrief and discuss as a group. This is for learning—no pressure!



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Contact Research and Technology Transfer

- Email: research@astate.edu
- Phone: 870-972-2694
- Location: 6th Floor, Dean B. Ellis Library, Suite 613
- Website: www.astate.edu/info/research



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