

Grant Preparation Steps for Nursing

1. You need to identify your needs, purpose, direction before you do anything else. Please don't chase the grant. Write your grant elements so that when a grant comes up that fits your mission & objectives, then you are ready to tailor your project to the grant proposal instructions.
2. Once you have identified the grant call you will submit to, go to <http://www.sponsoredprograms.tcu.edu/?d=page&pid=sp93&parent=93> and click on the intent to submit form on the sponsored research form line. You need to complete this form and submit to Laurie Heidemann or Linda Freed (Director) and cc the form to Dr. Debbie Rhea & Dr. Kathy Baker.
3. There is also a checklist you should follow as you move through the process at the same address in #2.
4. If you are writing a grant for \$100,000.00 or more, then you will want to have a team associated with the preparation of this proposal. You will need to contact Dr. Rhea about the stats person, Dr. Jackie Pennings, and maybe even a grant writer to be engaged in the discussions for study design and statistical analysis once data has been collected.
5. Any grant will need to have the statistician budgeted for some hours. You need to budget for \$100.00 an hour for however many hours you think you will need. Let Dr. Rhea know if you want to have a dialog with the statistician about number of hours needed or design of the study.
6. Write the grant.
7. Work on the budget. You will need 2-3 weeks to get this prepared. You may use the expertise of Dr. Freed, Sponsored Research, Dr. Baker, or Dr. Rhea if you need help with budget items.
8. One week prior to the grant due date, the purple sheet needs to be submitted with the grant proposal.

You should allow at least 4-6 weeks to develop the proposal if you have quite a bit of the information already developed. If not, you should allow 2-3 months, if possible.

***Do not try to submit a grant that has not been seen by Dr. Rhea at least two weeks prior to the grant due date.