



## Faculty of Education Process: Acquiring in-kind support/letters of support

### Stage 1 – Coming up with the idea

(As early as possible, but ideally no later than 3 months before the deadline)

Determine the type of grant for which you will apply. Read the guidelines and talk to your research officer in order to determine the following:

- ⇒ Will the funder expect contributions from the University in general and the Faculty in particular?
- ⇒ What type of contribution is expected – cash, in-kind or both, and what amount would be appropriate? Please note that cash contributions are mostly provided through VPRI, whereas in-kind contributions are provided either by the VPRI, the Faculty, or both. Please work with the research officer to contact VPRI and/or the Dean/EO to negotiate these contributions.

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### Stage 2 – Writing the Proposal

(As early as possible, but no later than 1 – 2 months before the deadline)

Create a budget.

- ⇒ The research officer can help you create a budget – ideally in an EXCEL worksheet so that it is easy to track changes.
- ⇒ The larger the grant amount, the larger the expected contribution from the University might be. Talk to the research officer and/ORs and/or people who hold the type of grant you are interested in to get an idea of a reasonable budget.
- ⇒ Once you have determined the support needed from the Faculty, set up an appointment with the Dean in order to discuss your needs. The research officer can facilitate such a meeting. **This should take place no later than 1 month prior to the application deadline.** Use the attached form to request support from the Faculty. A copy of the request goes to the Executive Officer, and the research officer will make sure that the EO is well-informed.
- ⇒ Keep the Dean and the RO informed if you require an official letter of support, confirming the contribution.

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### Stage 3 – Finalizing the Proposal

(No later than 1 week before the deadline)

Finalize the application:

- ⇒ Once the Dean has approved the type and level of support, incorporate the information in the final budget.
- ⇒ Fill out the grant application checklist and have the Dean sign it. Make sure that any other documents that need to be signed by the Dean are included with the checklist. Please note: ORS requires the application to be in their office at least 48 hours prior to the deadline. In addition, the Dean also requires 48 hours to facilitate a signature. Therefore, the application should be in the Dean's office **4 – 5 business days** prior to the deadline date.
- ⇒ If the Dean is not available for signature, the research officer will assist in organizing a subsidiary signature.