

Hunter Library Grant Writing Checklist and Approval Process

(ver.2026.7.31)

Note: This form can be completed electronically and submitted by email, beginning with the employee's supervisor and submitted by the employee's department head to the dean for review.

Employee Name(s):

Step One: Prepare a Brief (1 page) Abstract of Your Grant Proposal Idea

Basic Information	
Funding Organization	
Grant Application Deadline:	
Estimated Project Start/End Dates	
Link to Funding Program Info	

Brief Description of Proposed Activity (250 words maximum)

Library Employees		
Employee Name	Department	Project Role

Non-Library Employees		
Name	Affiliation	Project Role

Estimated Total % of Time Each Participant Will Spend on Project (Library and Non-Library)	
Name	Percentage

Will Library Employee(s) time be paid by the grant, or donated “in-kind”? Mark one.	
Paid by Grant	
In-Kind	

Note: Contact Unit Heads whose workflows or staff members will be affected by the grant for approval to proceed.

Preliminary Estimate of Other Hunter Library Resources to be Used in Project

Preliminary Estimate of Other Commitments Hunter Library Will Make as Part of the Project (personnel, space, equipment, financial expenditures, etc.)

Note: A quote must be provided for any additional cost Hunter Library is expected cover. Please include a rough estimate for any potential continuing maintenance requirements.
Without submission and approval of this form, additional funds will not be provided.

Note: Please include any installation cost within your grant proposal. When requested Library Administration will provide assistance obtaining estimates of campus services (ex. IT resources, Facility Expenditures, etc.).

Step Two: Obtain Required Signatures Indicating Pre-Approval to Work on a Proposal

Share your Brief Abstract with your Supervisor, Department Head, and the Library Dean no less than two (2) weeks before the grant application deadline (4 weeks preferred if possible) and obtain signatures below indicating approval to proceed with a grant proposal. Do not initiate work on a full proposal until you have obtained these required pre-approvals.

PRELIMINARY <u>REQUIRED</u> SIGNATURES TO WORK ON A PROPOSAL		
	Signature	Date
Supervisor		
Department Head		
Library Dean		
Library Business Officer		

Step Three: Contact the WCU Office of Research Administration

Once you secure approval signatures specified in Step Two, contact the WCU Office of Research Administration (ORA) and let them know you have been approved to work on a proposal.

Note: Most grants are awarded to the institution, and not to individuals. The institution is responsible for authorizing the submission of the proposal, negotiating the terms of the award, and ensuring compliance with the conditions of the grant. A few fellowships and similar awards may be awarded directly to individuals. Although those do not require institutional approval, ORA offers assistance with proposal writing.

Provide ORA with information they request about the funder and the funder's proposal guidelines, budget projections, internal (WCU) and external (non-WCU) participants and partners, etc.

Note: ORA has its own requirements, forms, procedures, and deadlines that precede submission of a proposal. ORA also offers information on and assistance with preparing funding proposals:

<https://www.wcu.edu/learn/office-of-the-provost/research/sponsored-research/pre-award-services/develop-proposal.aspx>

Step Four: Prepare Your Full Draft Proposal and Related Documentation

In addition to general guidance by ORA and funders, keep in mind the following requirements:

1. If your project will include purchasing any technology (such as hardware, software, peripherals, or cloud-based tools, platforms, or services) consult with the WCU's IT Department to assist in the selection of suitable products and services, and to ensure that all costs (such as maintenance, shipping, extras) are included in your budget, as well as Library Administration for securing purchasing approval. Be sure to discuss whether any equipment will require significant space or modifications to existing spaces, and if so, the Library Dean's approval will be required.
2. Software and cloud-based services also require review by the University's IT Division, so be sure to build in extra time for those approvals.
3. Cost quotes must be obtained and provided in your proposal budget. Keep these quotes in your files so you can find them if your proposal is funded.
4. Remember that any equipment costing more than \$30,000 (including shipping) may be required to go through a bidding process that can add significant time to your project timeline. (This rule does not apply to items that are available on a state contract.)
5. If your project will include hiring new personnel, be sure to consult with ORA or the Library Business Officer to obtain reliable salary and benefits cost information for your project budget.
6. If your project will involve using someone who already is on the WCU payroll, ORA or the Library Business Officer will provide accurate information for your proposal and budget.
7. Talk to ORA staff about University policies on indirect costs and cost sharing.
8. Stay in touch with ORA as you write the proposal, so they are aware of your progress and are able to provide guidance throughout the process.

Step Five: Share Your Full Draft with ORA for Internal Review and Approvals

Share your full proposal draft (including narrative, budget, and other documents) with ORA for entry into the InfoEd electronic system at least ten (10) days before the grant application deadline (2 weeks preferred). Once entered and submitted, your Department Head and the Library Dean may require specific revisions to the proposal as a condition of final approval. The Dean of Library Services reserves final authority to approve any proposal, including required revisions, before it is finalized and submitted to the sponsor by ORA (see Step Six).

Step Six: Final Approval and Submission.

Once ORA is satisfied that your proposal has met all internal approvals and funder requirements they will submit the application package to the sponsor. **If you have followed all of the above instructions and obtained specified prior approvals, the Dean will give ORA this final approval.** Failure of the grant writer to secure the specified authorizations beforehand will result in losing financial and administrative support for the grant proposal.

Step Seven: Post-Submission Requirements

- When you are notified of a Yes/No funding decision, notify the Library Business Officer.
- If you do receive grant funding, coordinate with the Library Business Officer on all required Library and University processes and rules for purchasing, hiring personnel, conducting research, documenting time spent on project activities, and reporting.
- Set the Library Business Officer as a designee on your fund.
- Grant recipients are responsible for maintaining accurate records and compliance with funder requirements.