

General Grant-Seeking Questions

1. How does your proposed project fit into IWU's mission, vision, values and/or strategic plan?
2. What is your department/who is your supervisor? (Please note that N&G process requires an additional pre-approval step.) Have you obtained supervisor/departmental approval for time & effort commitment to the project, needed course releases/etc.? Have you confirmed any financial commitments on behalf of your department or other university departments (and are able to provide written documentation of this to the grants office)?

3. What is the estimated amount of funding you are looking for?

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| ☐ \$0-\$25,000 | ☐ \$25,000-\$50,000 |
| ☐ \$75,000-\$100,000 | ☐ \$100,000-\$250,000 |
| ☐ \$500,000-\$1,000,000 | ☐ Over \$1,000,000 |

4. What is the estimated timeline you will need to complete your project? What is your ideal start date? (Please note that ideal timelines often need adjusted depending on what grant opportunities are available, if you intend to rely on grant funding.)

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| ☐ 3 months | ☐ 6 months | ☐ 9 months | ☐ 1 year |
| ☐ 2 years | ☐ 3 years | ☐ 4 years | ☐ 5 years |

5. How would you describe your Project Type? (check all that apply) ***Project Type Definitions are located on Page 3-4 of this document for your reference.**

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| ☐ Research | ☐ Education | ☐ Workforce Development |
| ☐ Extension/Outreach | ☐ Community Engagement | ☐ Capacity Building |
| ☐ Infrastructure | ☐ Creative Activity/Scholarship | ☐ Scholarly Works |
| ☐ Program Development | ☐ Curriculum Development | ☐ Commercialization/Tech Transfer |

6. What problem are you trying to solve? Please describe whether the initiative is scientific, educational, community-focused, workforce-focused, policy-focused, institutional, or policy-driven. Why is it important to address? What is your proposed solution?
7. What are the anticipated goals/outcomes for the project or participants of this program? Central research questions/topics and how it will contribute to the field at large? Planned KPIs (Key Performance Indicators)?

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| ☐ Publications | ☐ Curriculum | ☐ Training (if yes, for whom?) |
| ☐ Software | ☐ Dataset | ☐ Equipment |
| ☐ Workshops | ☐ Community Programs | ☐ Policy Recommendations |
| ☐ Other: Click or tap here to enter text. | | |

8. What are the primary activities/purchases/personnel the funding will support? (Your expected expenses.)
9. Are there planned partners/collaborators (community partners, other universities, etc.)?
10. Have you or will you receive any alternative funding sources for the program (internal IWU funds or external gifts/grants/funding)? This will let us know if you are eligible for opportunities with a matching requirement.
11. Have you received grant funding for this project/program before? What sponsor/grant opportunity and when? How has the project changed since then (if so)?
12. If you are planning to conduct human subject research (surveys, etc.) or are planning to use data from a university survey, have you obtained IRB approval or exemption? (If not, contact Melanie Helvie melody.helvie@indwes.edu, Dean of Institutional Research & Assessment).

*Project Type Definitions

Project Type	Definition
Research	A systematic investigation designed to generate new knowledge, test hypotheses, answer research questions, or develop new theories, methods, or technologies. Research may be basic, applied, or translational.
Education	Activities that provide instruction, training, or learning experiences to increase knowledge, skills, or competencies among students, professionals, or the public.
Workforce Development	Programs or initiatives that prepare, train, upskill, or support individuals for employment, career advancement, or meeting current and future workforce needs in specific industries or professions.
Extension/Outreach	The dissemination of research-based knowledge, resources, or services beyond the institution to external audiences, including communities, businesses, practitioners, or policymakers, with the goal of improving practice or informing decision-making.
Community Engagement	Collaborative partnerships between an institution and community stakeholders that involve shared planning, implementation, and mutual benefit to address community-identified needs or opportunities.
Capacity-Building	Activities that strengthen the abilities, resources, systems, leadership, or organizational effectiveness of individuals, organizations, or communities to sustain long-term success and achieve their goals.
Infrastructure	The development, acquisition, enhancement, or maintenance of physical, technological, organizational, or research resources that support research, education, service, or operational activities.

Creative Activity/Scholarship	The production of original creative, artistic, design, or scholarly works that contribute to knowledge, culture, or professional practice through innovation, interpretation, or expression.
Scholarly Works	The creation and dissemination of peer-reviewed or professionally recognized intellectual products, including journal articles, books, book chapters, conference proceedings, technical reports, and similar scholarly publications or outputs.
Program Development	The planning, design, implementation, or expansion of organized initiatives, services, or interventions intended to achieve specific goals, address identified needs, or improve outcomes.
Curriculum Development	The design, revision, implementation, or evaluation of educational curricula, courses, instructional materials, learning objectives, assessments, or educational programs.
Commercialization/Tech Transfer	Activities that translate research discoveries, innovations, or intellectual property into practical applications, products, services, licenses, startups, or partnerships that create economic or societal value.