



## Saint Peter's College

### How to Apply for an Institutional Grant

Saint Peter's encourages faculty and staff members to seek external financial support for special programs and projects. External grants are binding contracts between the sponsoring agency and SPC. As a result, careful review of proposals before submission is needed.

During the initial stages of proposal preparation, please follow these steps:

**Step #1: Approve** Obtain written approval from your supervisor/department head, Dean (if it is an Academic Affairs request) and Vice President or Provost by completing the Grant Approval Form. If you're seeking corporate or private foundation support, the form should be submitted to Leah Leto, Director of Corporate and Foundation Relations, in the Office of Development. If you're seeking government funds or are pursuing a faculty research project or a fellowship, please submit the form to Fred Bonato, Director, Office of Faculty Research and Sponsored Programs.

**Step #2: Collaborate** You will be contacted by either Leah Leto or Fred Bonato so that collaborative work can begin on the project, whether it is writing the proposal itself or researching possible funding sources. The Office of Development/Office of Faculty Research and Sponsored Programs is responsible for the physical submission of the proposal, and will serve as the main point of contact for the potential funder.

**Step #3: Follow up** Leah Leto or Fred Bonato will contact you if any word is received from the potential funder. You may be asked to provide further information, speak with a funder directly or participate in a site visit. Or, you may hear that the proposal was approved or declined.

**Thank you for your cooperation and good luck!**

#### QUESTIONS?

Contact Leah Leto at x6110 or [lletto@spc.edu](mailto:lletto@spc.edu) or

Fax No. (201) 761-6101

Fred Bonato at x6305 or [fbonato@spc.edu](mailto:fbonato@spc.edu).

Fax No. (201) 761-6301