

TITLE: Identifying Funding Sources

DESCRIPTION

Once an investigator has completed a preliminary self-assessment and is ready to prepare a proposal, he or she will need to identify potential funding sources. The funding sources an investigator chooses will depend on his or her experience, the financial scope of the proposed project, the type of project proposed, and the subject area. The investigator should select potential sponsors whose needs and priority interests match the project's goals.

RESPONSIBILITY

Sponsored Programs Administration staff assist investigators in their search for appropriate funding sources. However, investigators should also conduct their own searches for funding opportunities. Because an investigator is very familiar with his or her research or program goals, he or she may find opportunities that Sponsored Programs Administration staff may not recognize as being relevant to certain research. Investigators should review the publications in literature searches to determine who has funded the work; these sponsors may be a good source of funding for projects as well.

PROCEDURE/PROCESS

Investigators shall contact Sponsored Programs Administration when they have identified prospective sponsors. Sponsors sometimes have restrictions on the number of proposals they will consider from one institution, and Sponsored Programs Administration will know whether they are already considering a proposal from Creighton University. In addition, Creighton's Development Office has established agreements with some local and national private foundations, agreements that may disallow Creighton faculty from submitting independent proposals to these foundations. Sponsored Programs Administration will let investigators know whether they may proceed with submitting a proposal.

Funding Directories

Funding directories and online databases of potential sponsors are available on the Web, at the University library, and at Sponsored Programs Administration. If there are any questions about using the databases included on the Sponsored Programs Administration web site, contact Sponsored Programs Administration.

Faculty Profile Database

Sponsored Administration maintains a database of faculty research interests and will notify faculty about funding opportunities related to their research interests. Faculty shall complete the [Faculty Research Profile form](#), including information about interests and contact information, to be included in the database or to update information in the database, and submit a copy to Sponsored Programs Administration. Additionally, if an investigator is interested in potential opportunities to collaborate with other Creighton faculty, Sponsored Programs Administration staff can search the faculty profile database to identify faculty who share research interests or have complementary research interests.

Sponsor Funding Restrictions

Most sponsors have restrictions on how much money they will give, to whom, and where the money is distributed. To determine whether a project meets the basic funding requirements of the sponsor, read sponsor guidelines carefully and seek clarification if there are questions regarding the requirements. Sponsored Programs Administration staff will help investigators interpret sponsor requirements.

Contacting Sponsors

Investigators should identify and follow the contact requirements and preferences of the specific sponsors they are targeting. Sponsored Programs Administration can provide assistance in determining what is appropriate for a particular sponsor. Before contacting any potential sponsor to solicit feedback on a proposal idea, it is important to have a clear idea of what will be proposed and what is expected from the sponsor. Prepare a brief concept paper, proposal prospectus, or pre-proposal as a guide and prepare a list of questions.

Letters of Inquiry, Interest, or Intent

Some sponsors require investigators to submit a preliminary letter—a letter of inquiry, interest, or intent—before submitting a full proposal. The content of the letter depends on the purpose the letter is intended to serve, as indicated in sponsor guidelines.

Investigators should read sponsor guidelines to determine the type of preliminary letter needed. If the letter includes a request for a specific dollar amount, a budget breakdown, proposed matching funds, or requires an official University signature, Sponsored Programs Administration must route the letter with a Proposal Routing Form prior to submission of the letter to the sponsor.

Applicable Regulations, Document(s):

Policy

Additional Documents: