

Preface

This *Handbook* is a summary of information about applying for and writing a grant. It also presents Adelphi's procedure for preparing, processing, and submitting grant proposals to federal agencies and private foundations. The *Handbook* does not cover procedures for preparing and processing of contracts that commit the University to certain guaranteed obligations. Procedures for preparing and processing contracts are similar to those for grants, as specified in this *Handbook*; however, contracts require legal and insurance review by the Office of Business Affairs.

If you are considering writing a grant proposal, please do not be overly concerned about forms, budgets, targeting possible funding agencies, etc. The Office of Sponsored Programs will provide you with assistance in completing these tasks. First and foremost, the Office is here to help you through the grant process, and our door is always open.

The starting point of any grant is the idea. What do you want to do, and why do you want to do it? Who would benefit from this work? How much would it cost? How long would it take?

Congratulations, you have just written a "concept paper." This can be distributed to peers, colleagues, and administrators for feedback and suggestions. You and the Office of Sponsored Programs can begin searching for prospective funders.