

## 2018-2019

# Institutional Grants Program: Application Guidelines

### 1. Application Deadline

Applications should be submitted to [grants@unitedboard.org](mailto:grants@unitedboard.org) by the following deadlines:

For new applications: October 31, 2017;

For multiyear projects (granted for 2017-2018 or before): December 31, 2017.

Late applications will not be considered.

### 2. Submission of application

New Applications:

Applications should be made on the application form only. Other formats of application will not be considered.

A complete application requires:

- a. [a completed Institutional Grants Program Application Form \(A1\)](#);
- b. [a completed Institutional Grants Program Budget Worksheet \(A2\)](#);
- c. [a completed Institutional Endorsement Form \(C\)](#);
- d. for collaborative projects, letter(s) of consent from the head(s) of collaborating institution(s) or organization(s); and/or
- e. any additional information relevant to the project application (limit to 1 page).

For multiyear projects granted for 2017-2018 or before:

Please submit a brief proposal for the next phase and an interim report (both narrative and financial with endorsement) of the first six months by the end of December.

### 3. Budgeting

- a. The budget must be realistic, reasonable, and as detailed as possible.
- b. The budget should be provided in both local currency and U.S. dollars. The exchange rate should be indicated clearly and applied consistently.
- c. A maximum 10 percent of the total grant recommended is allowed for covering the institutional overhead and indirect costs.
- d. Costs for program staff (internal) are limited to no more than 15 percent of the total grant recommended.
- e. Explanation of how the cost of each item is computed is required (e.g., accommodation cost x persons x days).
- f. Justification for major items, such as resource persons (external), costs for program staff (internal), should be provided.
- g. A revised budget will be required if the grant is approved with a reduced budget.

- h. Prior approval should be sought for any subsequent changes in the budget items. Any unspent balance should be returned to the United Board upon completion of the project.

The following are *not* eligible for funding:

- Proposal coming from individuals;
- Church or relief work, or community outreach, that has no direct connection to higher education;
- Student scholarships and student projects;
- Funding for dissertation research, or for turning a thesis or dissertation into a research publication;
- Requests to fund an individual scholar to attend a conference;
  - *A project may include sponsoring a conference, in full or in part, if it is integral to the accomplishment of the project goals.*
- Buildings or maintenance of buildings or other building projects;
- Equipment and furniture (e.g., computers, printers, cameras)

#### 4. Project Duration

- a. Project duration should normally be one year from July 1 to June 30 of the following year;
- b. Project duration of multi-year projects should not exceed three years;
- c. Requests for support to repeat the same program for another year require very strong justification.

#### 5. Announcement of Grant Decisions

- a. Decisions on grant support will normally be announced in April.
- b. The approved grant will normally be released in July upon reception of all signed documents from the institution receiving the grant.

#### 6. Enquiries

Consultation with our Program Officers prior to application is most welcome. Should you have any questions relating to the process, nature of projects, or institutional eligibility, you may write directly to the Program Officer of your region:

Northeast Asia	Dr. Cynthia Yuen	<a href="mailto:cyuen@unitedboard.org">cyuen@unitedboard.org</a>
South Asia	Dr. Maher Spurgeon	<a href="mailto:mspurgeon@unitedboard.org">mspurgeon@unitedboard.org</a>
Southeast Asia	Dr. Hope Antone	<a href="mailto:hantone@unitedboard.org">hantone@unitedboard.org</a>

For general questions about the application, you may also write to [grants@unitedboard.org](mailto:grants@unitedboard.org).

For information about past successful grants and projects, please refer to the [Grants section](#) of our website.

For proposal instructions for the Institutional Grants Program, please refer to [2018-2019 IGP Instructions](#).

*All proposal materials, including Application Guidelines, Application Form, and Budget Worksheet, can be found on the United Board website at:*

<https://unitedboard.org/grant-guidelines/apply-for-a-grant/institutional-grants-program/>