

**2019-2020**

## **Project Grants<sup>1</sup> Application Guidelines**

### **1. Application Deadline**

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

For new applications: September 30, 2018.

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

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. Application forms that are improperly completed will be returned for re-submission.

**Online applications are strongly preferred.** Electronic versions of application materials can be found at this link: <https://www.surveymonkey.com/r/CXRGWDJ>. If you are unable to use the online application, please submit your completed application to [grants@unitedboard.org](mailto:grants@unitedboard.org).

A complete application requires:

- a. a completed Project Grants Application Form (A1);
- b. a completed Project 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
- e. any additional information relevant to the project application.

For multiyear projects granted in 2017-2018 or earlier:

Please submit a brief proposal with budget for the next phase and an interim report (both narrative and financial with endorsement) of the first six months by December 31, 2018.

### **3. Budgeting**

The project budget should be presented on the budget worksheet attached to the application form only. Other formats of the budget worksheet will not be considered. Budget worksheets that are improperly completed will be returned for re-submission.

Please take note of the following points:

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<sup>1</sup> Formerly titled "Institutional Grants Program."

- a. Cost-sharing as a sign of institutional commitment is strongly encouraged.
- b. The budget must be realistic, reasonable, and as detailed as possible.
- c. Explanation of how the cost of each item is computed is required (e.g., accommodation cost x persons x days: \$30 x 30 persons x 3 days = \$2,700).
- d. The budget should be provided in both local currency and U.S. dollars. The exchange rate should be indicated clearly and applied consistently.
- e. Justification for major items, such as resource persons (external) or subsidies for partial project staff (internal), should be provided. For projects involving resource persons, the number of resource persons must not be excessive and the proposed honorarium reasonable.
- f. Subsidy for the project's administrative cost (e.g., partial internal staff support) is limited to no more than 15 percent of the approved amount.
- g. In cases where institutions require overhead charges for grants received from an external organization, the United Board allows a maximum of 10 percent of the approved amount for inclusion in the project grant as "Indirect Cost." Please list it under "Others" in the budget worksheet.
- h. A revised budget will be required if the grant is approved with a reduced budget.
- i. 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:

- a. proposal without institutional endorsement;
- b. church or relief work, or community outreach, that has no direct connection to higher education;
- c. student scholarships and student projects;
- d. funding for dissertation research, or for turning a thesis or dissertation into a research publication;
- e. requests to fund an individual scholar to attend a conference;
  - *A project may include full or partial funding of a conference if it is integral to the accomplishment of the project goals.*
- f. buildings or maintenance of buildings or other building projects;
- g. 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 multiyear projects should not exceed three years;
- c. Requests for support to repeat the same program for another year require very strong justification and will not normally be approved.

#### **5. Announcement of Grant Decisions**

- a. Decisions on grant support will normally be announced in April.
- b. Upon receipt of all signed documents from the institution receiving the grant, the approved grant will normally be released according to the following timeline:
  - i. Approved amount below \$15,000 will normally be paid in July;
  - ii. From 2018 onward, approved amount at \$15,000 or above will be paid by two installments, in July 2019 and January 2020.

- iii. For approved projects with a single activity, disbursement will be made about 3-4 months prior to the planned activity.
- iv. Requests for special payment dates should be directed to the respective contact person for each region (see “Enquiries,” below) for consideration in advance.

## 6. Enquiries

Consultation with the United Board 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 or Regional Program Consultant responsible for your region listed below:

Northeast Asia	Dr. Cynthia Yuen	<a href="mailto:cyuen@unitedboard.org">cyuen@unitedboard.org</a>
South Asia	Dr. Maher Spurgeon	<a href="mailto:mspurgen@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 projects, please refer to the Grants section of our website ([www.unitedboard.org/category/grants](http://www.unitedboard.org/category/grants)).

For proposal instructions for Project Grants, please refer to “2019-2020 Project Grants: 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/project-grants/>