



## TOP TEN TIPS FOR A SUCCESSFUL KEEN GRANT PROPOSAL

10. **READ THE GUIDELINES.** Everyone on your team needs to read them; don't delegate this one. Enough said.

9. **IS YOUR PROPOSAL CLEAR AND CONCISE?** Can a stranger read and understand what you want to do and how you will do it? Has someone proofed it?

8. **DOES YOUR TIMELINE MAKE SENSE?** Do you show (in narrative and/or timeline form) how this grant will contribute to your larger vision?

7. **IS YOUR PLAN WELL THOUGHT OUT?** Eliminate vagueness and delineate your short-term and long-term vision. (There's that clarity thing again.)

6. **HAVE YOU SAVED EACH PAGE BEFORE YOU SUBMIT?** You can go back in and make changes online before you submit, but you must save each page.

5. **DO YOU HAVE INSTITUTIONAL SUPPORT?** Don't forget to upload those letters of support.

4. **HAVE YOU COLLECTED YOUR ELECTRONIC SIGNATURES?** Think of this as an electronic "sign off." Give folks a day or two to respond and please contact us at NCIIA (413) 587-2172 or [info@nciia.org](mailto:info@nciia.org) if the email gets caught in a SPAM filter and is not received. Also, don't forget to submit the application after the signatures have been verified and all your documents have been uploaded.

3. **IS YOUR ADMINISTRATIVE CONTACT CORRECT?** This should be someone with contractual responsibility; see the guidelines for details.

2. **START THE ONLINE APPLICATION AT LEAST A WEEK BEFORE THE DEADLINE.** This will give you plenty of time to get any questions answered and collect the electronic signatures (you can't submit until the signatures have been verified).

And the *number one* tip for a successful KEEN grant proposal?

1. **SUBMIT BY THE DEADLINE.:**

- (New institutions) Planning Grants 5pm EST/4pm CST June 7, 2007.

**We wish you good luck with this process and look forward to reviewing your ideas!**