THE GRADUATE INSTITUTE GENEVA

INSTITUT DE HAUTES ÉTUDES INTERNATIONALES ET DU DÉVELOPPEMENT
GRADUATE INSTITUTE OF INTERNATIONAL AND DEVELOPMENT STUDIES

How to Submit a Research Grant

Step 1. Identify an appropriate funding opportunity

- The **Research Office's (RO) newsletter *Funding Insight*** presents a curated list of opportunities for the Institute's researchers. Faculty members are automatically subscribed. There are also resources on the RO website.
- If you need help identifying a program to suit your project, **contact the RO** for more information.

Step 2. Carefully the review funding guidelines

- **Each funding agency has different requirements**; please carefully review the program guidelines and eligibility criteria (including any restrictions re: work permits; HR can advise, if needed).
- If you have questions about interpreting regulations or technical aspects of the grant, **contact the RO**.

Step 3. Develop your application package.

- ***Contact the RO as soon as possible*** when you start developing application. They can provide you resources and answer any questions you may have, which will save you time!
- Depending on the program, the **RO can provide you with resources** such as:
  - Advice on fitting your project to the funders' requirements
  - Application templates (e.g., budget templates; templates for letters of support)
  - Examples of successful applications

Step 4. Have your proposal reviewed at the Research Office

- While not required, it is recommended that applicants have their **proposals reviewed at the RO**. RO staff will send you detailed editing suggestions and advice on how to better align your proposal with the funders' guidelines.
- If you would like a review, please ***contact the RO at least 3 weeks before the application deadline***. That way, you will have time to make any changes you feel are necessary.

Step 5. Submit your budget for validation

- **Budget validation is required** for any grant where funding will be received by the Graduate Institute. This includes both when the Institute is leading the proposal or acting as a co-applicant.
- Please email Kristina Arseneau in the RO a **near-final draft of your budget *at least 5 business days before the application deadline***. If all looks well, she will forward it on your behalf to Accounting and HR for validation.

Step 6. Submit your application to the funding agency

- In most cases, applicants can submit applications themselves but sometimes proposals must be submitted by the RO. Contact the RO if you have questions about the submission process.

Step 7. Receive a funding notification

- For many agencies, the review process takes several months. Agencies usually notify applicants directly of the funding decision and most agencies post expected timelines for decisions.

Step 8. Inform the Research Office of the decision

- Once you receive a decision, **please inform the RO of the result**. Most agencies do not contact universities directly with funding decisions. If you inform the RO, they can help you with the next steps in the process.

Step 9. *If successful……*

- The RO will connect you with **Accounting** to start the process of opening a research account. **HR** must also be contacted if personnel will be hired in the project.
- NB - there may be **legal agreements** that need to be signed and/or you may need **ethics approval** before beginning your project. For information on ethics requirements, contact Dominic Eggel in the RO.

If unsuccessful….

- Don't despair! It may be possible to resubmit in a subsequent competition.
- RO staff can offer you suggestions to support a **resubmission** or to target a **different funding program**.

Research Office Contacts

Kristina Arseneau, Ph.D.
Research Grants Coordinator
kristina.arseneau@graduateinstitute.ch

Dominic Eggel, Ph.D.
Research Advisor
dominic.eggel@graduateinstitute.ch