



Education Foundation

Paralyzed Veterans of America

PVA EDUCATION FOUNDATION

POLICIES & PROCEDURES

FY 2017

PARALYZED VETERANS OF AMERICA

801 Eighteenth Street, NW

Washington, DC 20006

Phone: 800.424.8200, ext. 651

or 202.416.7651

Fax: 202.416.7641

Email: foundations@pva.org

Website: www.pva.org

TABLE OF CONTENTS

POLICIES FOR PVA EDUCATION FOUNDATION

▪ About the PVA Education Foundation.....	1
▪ Mission	1
▪ Funding Categories	2
▪ Eligibility	2
▪ Grant Amounts and Length of Grant Support	3
▪ Requirement for Online Application	3
▪ Timeline for Proposals.....	3
▪ -- Deadline for Submission	3
▪ -- Announcement of Awards	4
▪ -- Grant Start Date.....	4
▪ PVA Staff Contacts / Policy Questions	4
▪ Technical Assistance with Application Process	5
▪ Review Process.....	5
▪ Acknowledgment of Award.....	5
▪ Reporting and Payment Schedules.....	6
▪ Extensions and Amendments to the Grant Terms	7
▪ -- "No-cost" Time Extensions	7
▪ -- Personnel Changes	7
▪ -- Budget Changes	7
▪ -- Location Changes.....	8
▪ Completion of Grant	8
▪ Protection of Human Subjects.....	8
▪ Copyrights on Grant-Supported Products	9
▪ Ownership of Equipment.....	9
▪ Publicity	10
▪ Amendment of Policies.....	10

PROCEDURES FOR PREPARING GRANT APPLICATIONS

▪ Getting Started	11
▪ Components of Application	11
▪ General Instructions on the Application Submission Process	11
▪ Title Page	12
▪ Applicant/Project Director	12
▪ Institution and Contacts	12
▪ Abstract	12
▪ Organization Assurances	12
▪ Components of Proposal Narrative & Supporting Documents	12-13
▪ Signature Page	14
▪ Tips for Good Grantsmanship	14-15

PLEASE NOTE: These policies and procedures have been updated for the FY 2017 grant cycle. Please discard any earlier versions of PVA Education Foundation Policies and Procedures and forms.

ABOUT THE PVA EDUCATION FOUNDATION

The PVA Education Foundation was created in 1976 to fund innovative educational projects designed to benefit individuals with spinal cord injury or diseases and their families, caregivers, and healthcare professionals. Proposals submitted for consideration of funding should be designed to educate, serve, and benefit entire communities of individuals with spinal cord injury or diseases of the spinal cord rather than just individual project participants. Approved proposals should have the potential to provide broad based educational opportunities rather than limited benefits to specific project participants. Potential replication of project proposals and effective dissemination plans are key elements of any proposal in order to achieve maximum educational benefit of Board approved and funded projects. The Foundation supports one-year (12 months) projects for a maximum of \$50,000 (conferences and symposia are supported at \$15,000 maximum). Applications must be filed online.

MISSION

The mission of the PVA Education Foundation is to fund innovative educational projects that enhance the quality of life of individuals with spinal cord injury or disease (SCI/D) and/or increase the knowledge and effectiveness of health professionals in the SCI/D community. Components of the foundation's mission include the following:

- To support efforts to improve the quality of life of individuals with SCI/D.
- To educate consumers about the consequences and complications of SCI/D.
- To improve the knowledge and skills of health-care professionals who serve people with SCI/D.
- To prevent the occurrence of complications for persons with SCI/D.

POLICIES FOR PVA EDUCATION FOUNDATION

FUNDING CATEGORIES

The PVA Education Foundation generally supports five types of projects.

- **Consumer, Caregiver, and Community Education**
 - Demonstration projects that seek to improve the health, independence, and quality of life of individuals with spinal cord injury or disease (SCI/D).
- **Professional Development and Education**
 - Programs that improve the knowledge and competencies of professionals providing health care and related services to the SCI/D community; or
 - Fellowship/traineeship programs for professionals providing health care and related services to the SCI/D community.
- **Research Utilization and Dissemination**
 - Projects that translate research findings into practice.
- **Assistive Technology**
 - Demonstration projects that improve the identification, selection, and use of assistive devices by people with SCI/D.
- **Conferences and Symposia**
 - Meetings that provide education and opportunities for collaboration among members of the SCI/D community.

ELIGIBILITY

Eligible applicants include members of academic institutions, not-for-profit agencies and organizations, and consumer advocates and/or organizations.

A PVA funded organization (or PVA funded Principal Investigator) may **not** submit a new application until their previous application has been completed, the final report submitted and the project closed.

Grantees must be located in the United States or Canada. However, project directors and staff are not required to be U.S. or Canadian citizens.

Foreign nationals who will serve as a grant's Project Director (PD), Principal Investigator (PI), Research Fellow (RF), or a Significant Project Staff member(s) (20% of time) must provide verification that their United States or Canadian Visa is current and that the Visa

PVA Education Foundation Policies and Procedures for FY 2017



will allow sufficient in-country (United States or Canada) time to complete the approved and funded grant project or fellowship award.

Visa verification can be accomplished by submitting a letter from the PD's, PI's, RF's, or significant staff on the sponsoring institution's letterhead that identifies the individuals Visa expiration date. The letter must bear the individual's signature and the signature of the institution's grant administrator. The PD, PI, RF, or significant staff person may also submit a copy of (his or her) current Visa that identifies the Visa's expiration date.

All applications must be submitted in the name of the Project Director, with the concurrence of the host institution/agency or organization's Signing Official (the person responsible for institutional approval of the application) and the Financial Officer (the person responsible for financial reporting). The Project Director may not sign as the Signing Official.

GRANT AMOUNTS AND LENGTH OF GRANT SUPPORT

The maximum amount for a PVA Education Foundation grant is \$50,000 per year. The maximum amount for a conference or symposia grant is \$15,000 per year.

Monitoring throughout the project period is used to determine continued funding. Compliance with reporting requirements is a significant criterion for continued funding.

REQUIREMENT FOR ONLINE APPLICATION

Applications must be submitted online through the "proposalCENTRAL" website, which can be accessed directly at <https://proposalCENTRAL.altum.com> or from the link on PVA's website at <http://www.pva.org> (click on "Research and Education" and then "PVA Education Foundation"). The proposalCENTRAL website is maintained by Altum, Inc., an online application vendor located in Bethesda, Maryland.

Hardcopy applications received at the Foundation's office will NOT be considered a submission for purposes of the deadline. No consideration will be given to applications that are not submitted through proposalCENTRAL.

TIMELINE FOR PROPOSALS

Deadline for Submission of Grant Applications:

The PVA Education Foundation has one grant cycle per year. The grant cycle opens November 1, with a deadline for applications of February 15, no later than 11:59 p.m. (Eastern Standard Time).

Announcement of Awards:

**PVA Education Foundation
Policies and Procedures for FY 2017**



Applications are processed and reviewed within a three-month period. **Announcement of grant awards will be made by May 1.** Applicants will be notified by mail. Please do not call foundation staff to find out the status of a proposal unless written notification has not been received by May 14.

Grant Start Date:

If you are awarded a grant, you will be sent a Grant Acknowledgment Form to complete and return to the Foundation. No funds can be disbursed until the Foundation receives the original Grant Acknowledgment Form, signed by both the Project Director and the Grant Administrator together with appropriate supporting items as outlined in the grant award letter. The Project Director and the Grant Administrator cannot be the same person. In general, grants awarded by May 1 will be funded for a one-year period beginning June 1, and ending May 31, the following year, assuming the Foundation has received the grant acknowledgement and any other requested documents from the Project Director and Grant Administrator.

FOUNDATION STAFF CONTACTS

Grant administration, policy and program questions should be directed to:

Cheryl Vines, M.S.
Interim Director of Research and Education
Phone: 202.416.7668 or 805-439-2804
Fax: 202.416.7641
Email: cheryllvines@gmail.com

Barbara Zupnik
Grant Portfolio Manager
Phone: 202.416.7651 or 240-922-0479
Fax: 202.416.7641
Email bazzupnik@gmail.com

Mailing address:

PVA Education Foundation
Grant Portfolio Manager
Paralyzed Veterans of America
801 – 18th Street, NW
Washington, DC 20006

FOR TECHNICAL ASSISTANCE WITH THE APPLICATION PROCESS:

For technical assistance with the online application submission process, contact Customer Service at proposalCENTRAL:

- Call toll-free: 1.800.875.2562, ext. 227 or 301.916.4557, ext. 227
(Mon-Fri, 9 am – 5 pm ET)
- Email: pcsupport@altum.com

For program content assistance, contact PVA staff as identified above.

REVIEW PROCESS

All PVA Education Foundation grant applications are reviewed by the Foundation Board of Directors and outside expert reviewers. Board members grade each application based on merit and relevance, assigning scores that are combined to arrive at a single numerical score. The Board of Directors meets to discuss all the applications and to make award decisions. At the close of the grant cycle, following the announcement of grant award decisions, applicants may view the reviews of their applications on Proposal Central.

ACKNOWLEDGMENT OF AWARD

When a project is approved for funding, the applicant will be notified in writing. The Foundation will send a Grant Acknowledgment Form, an Approved Grant Budget Form, and a copy of the PVA Education Foundation 2017 Policies and Procedures, which is also available on the PVA website.

Signatures of both the Project Director and the Grant Administrator are required on the Grant Acknowledgment Form. The Project Director may NOT sign as the Grant Administrator. Signing this form constitutes acceptance of and agreement to comply with the Foundation Policies and Procedures. Unless the Project Director requests otherwise, the beginning date of the grant will be June 1 of the current year and the ending date will be May 31 of the following year.

**PVA Education Foundation
Policies and Procedures for FY 2017**



REPORTING AND PAYMENT SCHEDULES

The grant award requires the Project Director to file periodic reports via Proposal Central. All documents are to be loaded as MS Word or Adobe files. The schedule of these reports is as follows:

Reporting Schedule	
Grant Acknowledgment	The grantee must return the original signed Grant Acknowledgment Form, a photo and a brief summary of their project before any funds can be disbursed to the project. Upon the Foundation's receipt of the signed Grant Acknowledgment Form, the first payment on the grant will be made, as outlined below.
Interim Expenditure and Progress Report	The Interim Expenditure and Progress Reports are due from the grantee within 30 days after the mid-point of the grant period (December 30 th unless an alternate start date has been approved). Upon receipt and review of the report, payment two will be made, as outlined below. Both the Project Director and the Grant Administrator must sign the report
Final Expenditure and Progress Report	<p>The Final Expenditure and Progress Reports are due within 30 days of the completion of the project (June 30th, unless an alternate start date or extension has been approved). The Project Director and the Grant Administrator must sign the report. Upon receipt and approval of the final report, a check for the remaining 10% of the grant award will be issued.</p> <p>The Final Expenditure Report should show a zero balance. If 10% or more of PVA approved grant funds - are unspent, the balance should be returned at this time. A check made payable PVA Education Foundation will be submitted to the Education Foundation office listed above, by the 30 day final report deadline. If less than 10% remains, that amount will be subtracted from your final 10% check</p>

Payments are made to the grantee institution in three installments according to the following stipulations:

Payment Schedule	
Retainer	10% of the total award is retained by the foundation until a grantee successfully completes all requirements.
1 st Payment	45% of the total award is paid to the grantee upon the foundation's receipt of the signed Grant Acknowledgement Form.
2 nd Payment	45% of the total award is paid to the grantee upon the foundation's receipt and approval of the grantee's Interim Expenditure and Progress Report.
Final Payment	The 10% retainer will be paid upon the foundation's receipt and approval of the Final Expenditure and Progress Report.

EXTENSIONS AND AMENDMENTS

Any proposed changes to the agreed-upon terms of the grant as laid out in the Grant Acknowledgment Form -- including timing, personnel, budget, and location -- must be made in writing, at least one month in advance of the proposed change. Such written requests must be signed by both the Project Director and the Grant Administrator, and should detail the reason(s) for any other relevant information about the change. Agreement to the request must be acknowledged in writing by PVA Education Foundation staff to be considered binding.

“No-cost” Time Extensions

“No-cost” time extensions are considered on a case-by-case basis. The written request for extension must detail, in writing, the circumstances or reasoning why the grant cannot be completed in the agreed time frame and what activities will be completed during an extension period. Grants may only be extended a maximum of 6 months.

Personnel Changes

Requests to make personnel changes must include an explanation for why a personnel change is required and must be accompanied by résumé, curriculum vitae or biosketch and contact information for the new person. A change in Project Director will be considered seminal to the future of the project.

Budget Changes

The total amount of the grant cannot be increased. A written request to move funds among approved categories or into a previously unapproved category must state in writing the specific amounts to be changed with a detailed justification/rationale for how the change will benefit the grant project outcome.

- Grant funds may not be used to increase employee fringe benefits to more than 40% of salary
- Travel expenses may not exceed \$2,000 (for the entire grant period)
- Equipment costs cannot exceed \$7,500 (for the entire grant period).
In exceptional circumstances, the applicant may submit a written detailed justification to the Education Foundation Board of Directors to request more than \$7,500 for equipment, or for indirect costs above 8% of the total direct expenditures.

Location Changes

Grants are awarded to the Project Director and *not* to the host institution. If the Project Director intends to leave the host institution *at any time* during a funded project period, the PVA Education Foundation must be notified in writing at least one month prior to the proposed move. The request must state a rationale, time table, and location for the proposed move. The request **MUST** be accompanied by two supporting letters. The first letter, from the current host institution, must acknowledge the proposed move, state the amount of money to be transferred, and assure that a final accounting of grant funds will be made to the Foundation prior to the move. The second letter, from the new host institution, must acknowledge acceptance of the proposed move, state the amount of money to be received, and assure fiscal and program responsibility for the project. These accompanying letters must be signed by the Signing Official or Financial Officer at both of the respective host institutions. A new grant agreement form reflecting the new information should be completed, signed and uploaded to proposalCentral.

COMPLETION OF GRANT

Upon completion of the grant period, the Project Director and Financial Officer have 30 days to liquidate all commitments against the grant account and to submit a Final Expenditure and Progress Report. Unspent funds must be returned to the foundation at that time. It is our policy NOT to approve requests for alternate uses of unspent funds outside the original grant goals and objectives.

Final reports must include a copy of any project products to include but not be limited to: books, journal articles, training guides, pamphlets, charts, videos, DVDs, CDs, conference brochures, conference programs, conference proceedings, press releases, and press clippings.

Upon completion of the grant, the Project Director is required to submit a brief article (1,000 – 1,200 words) for lay readers describing the results or outcomes of the project. This article will be considered for publication in PVA's monthly magazine, PN, and for other publicity purposes to promote the PVA Education Foundation.

PROTECTION OF HUMAN SUBJECTS

PVA is committed to protecting the privacy and confidentiality of participants in the projects funded by the PVA Education Foundation.

Grants involving patients or their medical records in demonstrations or in the development of teaching materials must be conducted in compliance with the policies approved and administered by the grantee institution's Internal Review Board (IRB) or other governing authority, ensuring that informed consent will be documented. If IRB approvals are required by the grantee institution, a copy of this approval must be

submitted with the grant application. If IRB approval is pending at the time of application, such status must be noted in the application by a letter from the IRB confirming the pending status. Once approval is obtained, a copy must be forwarded to the Foundation. Compliance with this policy will be considered in disbursement of funds.

Similarly, permission to use pictures and/or quotations of individuals in videos, articles, or books must be obtained in accordance with grant institution rules. Assurance of adherence to these rules must be provided to the Foundation, in writing, by the host institution.

COPYRIGHTS ON GRANT-SUPPORTED PRODUCTS

The PVA Education Foundation does not accept applications for funds to be used exclusively for the publication, market testing, or marketing of books, manuals, or audiovisual materials to be sold either at cost or for profit. However, grants may include funding for the development and evaluation of innovative teaching methods leading to the production of potentially copyrighted teaching materials or aids (print or non-print).

Unless otherwise specified in the terms of an individual grant award, the grantee is free to retain copyright of such materials, which for this purpose are defined as writings, sound recordings, pictorial reproductions, drawings, graphic representations, procedural manuals, forms, diagrams, and data processing or computer programs. However, the grantee must notify the Foundation, in writing, regarding who holds the copyright, and provide the materials to the Foundation in reproducible form.

The Foundation reserves the right to reproduce, publish, or otherwise use such materials, royalty-free, for distribution to individuals, groups, or institutions that would benefit from their use.

The packaging of the product should clearly indicate, on the front cover, that it was supported, in whole or in part, by funding from the PVA Education Foundation (see “Publicity” section below for specific language to be used).

If the grant produces a product, (i.e. booklet, manual, DVD) for dissemination or sale, Forty (40) copies must be sent to PVA Education Foundation Director for dissemination to PVA chapters.

OWNERSHIP OF EQUIPMENT

All allowable purchases of project apparatus, equipment, and materials with Foundation funds will be the property of the Project Director for the length of the project period. Ownership of the same reverts to the host institution upon completion of the project. However the Foundation intends that the Project Director continue to use the equipment

if activities along the project aim are continued. If not, the host institution is encouraged to use the equipment in activities focusing on SCI/D.

PUBLICITY

Upon grant award, Project Directors are required to submit a photograph of themselves (and other relevant photos), and a brief summary statement (80 -100 words) to the Foundation together with their signed Grant Acknowledgment Form. “Action” photos are preferred in addition to head shots. These photos may be used for publication in PVA’s Research and Education Annual Report, in PVA’s monthly magazine, PN, or posted on the PVA Website, as deemed necessary to let our constituents know how grant funds are being used and for other promotional purposes. Project Directors of completed projects may also be invited to create a 2-4 minute pod cast on the project’s outcomes (with the Foundation’s technical and financial support).

Grantee institutions will work in cooperation with the Foundation in making announcements through the news media of the grant award. Foundation staff will provide the Project Director with a sample press release about the approved grant which may be used for publicity within the host institution and peer community. Project Directors are encouraged to publicize the results of their projects using the usual avenues for dissemination (e.g., press releases, journals, conference posters or presentations, etc.)

Should your project be funded, appropriate and adequate recognition of the Foundation’s support is required. Any publicity associated with the grant must credit the PVA Education Foundation prominently as a funding source and include the Foundation’s logo. The following language should be used: **“Supported by Grant # _____ from the PVA Education Foundation.”** Contact Foundation staff to access the Foundation’s logo.

AMENDMENT OF POLICIES

The PVA Education Foundation reserves the right to modify or amend these policies. By submitting a signed Grant Acknowledgment Form, the Project Director and Grant Administrator agree to either abide by any changes or to terminate the grant at such time that new policies become effective.

PROCEDURES FOR PREPARING GRANT APPLICATIONS

Getting Started:

The proposalCENTRAL website may be accessed through the PVA website (www.pva.org, click on “Research and Education” and then on “PVA Education Foundation”) or directly at <https://proposalCENTRAL.altum.com>. The basic steps are:

- First-time applicants must register in proposalCENTRAL. If you have already registered, the next time you go into the system you will be asked for your UserID and password.
- Complete your Professional Profile.
- Create your application, validate it, and submit it.
- Complete the signature pages, signed by the applicant, the host institution’s Signing Official, and the host institution’s Financial Officer. This document will also be uploaded with the application in proposalCentral.

Note: To avoid loss of data, be sure to save your work frequently (every 10-15 minutes), using the “Save” button on each page (this is especially important for Mac users).

COMPONENTS OF THE APPLICATION

The online application includes the following seven components:

- Title Page
- Project Director (PD)
- Institution and Contacts
- Abstract
- Organization Assurances
- Proposal Narrative & Supporting Documents (see below for subsections)
- Signature Page(s)

All components of the application must be completed and submitted electronically.

GENERAL INSTRUCTIONS ON APPLICATION SUBMISSION PROCESS

A complete application must contain all seven components listed above.

PVA Education Foundation Policies and Procedures for FY 2017



The final application submission cannot be executed until all components are completed. You do not need to complete the entire application in one session, but be sure to save your work as you go along.

When you believe you have completed all components, click the red “Validate” link in the gray navigation menu. “Validate” checks for missing required entries on all pages of the application and any missing attachments.

Once you have completed all the proposed sections and “validated” the required data, you click on “Submit Proposal” to make your application available to the Foundation. If you find you need to revise your submitted application, you may do so before the deadline date/time. To “unsubmit” your application before the deadline, go to the Submitted link in the blue area of the Manage Proposals tab. You will see an “Unsubmit” link in the first column. Once you have made your revisions, do not forget to resubmit your application.

Please note that at different stages of initiating and completing a submission, a notification email will be generated by the system to your institution’s Signing Official.

TITLE PAGE

The title may not exceed 75 characters.

APPLICANT / PROJECT DIRECTOR

Complete name and title, academic degrees, and contact information.

INSTITUTION AND CONTACTS

Be sure to complete the contact information for the Signing Official and the Financial Officer requested at the bottom of the page. The Project Director may NOT sign for Signing Official or Financial Officer. The Signing Official and Financial Officer may be the same person, only if that individual carries out both duties.

ABSTRACT

Please provide a summary of your proposed project, up to 3,000 characters maximum (including spaces). This summary should be written in language understandable by a lay audience. Also indicate the appropriate PVA Education Foundation category of your project and select keywords that will help us in assigning your application to reviewers.

ORGANIZATION ASSURANCES

If your project involves the use of human participants, please indicate whether it has received Institutional Review Board (IRB) approval or the equivalent in your institution. If

IRB approval has been applied for but not yet received, please state the anticipated date of review and provide a letter from your IRB.

COMPONENTS OF PROPOSAL NARRATIVE & SUPPORTING DOCUMENTS

The “Proposal Narrative & Supporting Documents” section has several subparts to it. They are as follows (detailed instructions about completing each subpart may be found with the online templates for each subsection):

- **Biosketch:** Provide a biosketch of the Project Director and up to two other people considered “Key Personnel” in the project. Each biosketch should not exceed two (2) pages.
- **Budget & Justification** – Projects will be proposed for a one year grant period. The maximum education grant is \$50,000; the maximum for conference and symposia grants is \$15,000 per year. Please note the following budget limitations:
 - The Project Director is expected to devote at least 5% or more of their time to the project.
 - Fringe benefits may not exceed 40% of salaries.
 - Travel expenses may not exceed \$2,000 (for the entire grant period). Travel expenses for conferences or symposia will be considered on a case by case basis. If a non conference applicant requests more than \$2,000 in travel, a written letter of justification to the Education Foundation Board of Directors must be submitted and approved.
 - Equipment cost may not exceed \$7,500 (for the entire grant period). In exceptional circumstances, the applicant may submit a written justification to the Education Foundation Board of Directors seeking approval for more than \$7,500 in equipment. Office equipment, including personal computers, hardware, and furniture, are generally considered “unacceptable” costs. Such equipment will be considered only in exceptional circumstances and must be specifically justified, including the applicant’s plan for disposition of the equipment after the grant has ended. The cost of this equipment must be amortized in three years or less. Such equipment becomes the property of the grantee institution and is expected to be retained for use in further activities focused on SCI/D.
 - Indirect costs may not exceed 8% of total direct costs for the project.

Please construct your project budget carefully, as you will be expected to adhere to the approved budget in making expenditures from grant funds. However, minor re-budgeting among cost categories is acceptable (see above for adding to equipment or travel lines).

PVA Education Foundation Policies and Procedures for FY 2017



- **Key Personnel** – List all personnel who will have a significant role in the project and will be devoting at least 5% or more of their time to it.
- **Proposal Narrative** – May not exceed 10 pages (including references), single-spaced, in no smaller than 12-point font, with 1-inch margins all around. Be sure to include the applicant's name in the header in the upper left-hand corner of each page). Address the 10 areas specified in the proposal narrative instruction and be sure to retain the section headings.

Conference proposals should be between 5-7 pages long. Please state whether the conference site will be accessible to individuals in wheelchairs. Caution – do not assume that because a facility states they are accessible that wheelchair users will be accommodated, do a site visit to determine ADA compliance.

- **Supporting Documents** – Supporting documents are optional, but if you are attaching any documents, please use the checklist template provided. Letters of reference are optional. All supporting documents should be combined into a single PDF, with the checklist as the first page of the file. The supporting documents PDF should not exceed 10 pages.

SIGNATURE PAGES

The Signature Page is to be completed after you have finished all other components of the application. Secure the required signatures of the Project Director, the Signing Official, and the Financial Officer. The signature page should be uploaded to proposalCentral.

TIPS FOR GOOD GRANTSMANSHIP

There are many sources of information about how to write successful grant proposals. If this is your first experience in applying for a grant, it would be worth your time to consult some of these sources. Check at your local bookstore or do an online search under “grantsmanship” or “grant-writing” to find more information.

Below is a simple list of tips that the Foundation staff has compiled based on the strengths and weaknesses we have observed in previous grant applications.

1. *Make sure you are using up-to-date instructions and forms. Application materials may be revised between grant cycles -- be sure you are using the materials for the current grant cycle.*
2. *Follow directions. Begin by reading the “Policies and Procedures” document carefully. When completing the application, respond specifically, thoroughly, and succinctly to the questions asked in each section. Adhere to page limits. Do not*

**PVA Education Foundation
Policies and Procedures for FY 2017**



submit hard copy supporting documents, since they cannot be distributed to reviewers.

- 3. Spell out the “match” between your project and the stated mission of the PVA Education Foundation. Demonstrate how your proposal will involve or benefit paralyzed veterans, PVA chapters and members, and/or facilities of the Department of Veterans Affairs (VA).*
- 4. Be sure that your project is new and innovative. The PVA Education Foundation will not provide operational funding for ongoing projects.*
- 5. Set specific, realistic, measurable, accomplishable goals, within a reasonable time frame and budget, using appropriate levels of staff time. Do not overreach.*
- 6. Write clearly. Edit and proofread your work. Polish it; make it succinct, well-focused, well-organized, and accurate. Avoid acronyms and jargon. Format and present it attractively.*
- 7. Avoid the appearance of proposals “written by committee.” When different parts of an application are written by different people and then assembled, the resulting package can be fragmented, disjointed, and/or repetitive. Have one person, preferably someone outside your immediate team, review your final product for consistency in writing style and to eliminate redundancies.*
- 8. Choose a concise, clear project title -- one that is descriptive, specific, and appropriate, and no longer than 75 characters.*
- 9. Make sure your project abstract is succinct and well-written, in language understandable by a lay audience. Keep in mind that if your proposal is granted, the project abstract will be used in subsequent publicity. It must be able to stand alone.*
- 10. Prepare the proposal budget carefully -- requests should be specific, realistic, and justified. Observe limits on equipment purchases (\$7,500), travel (\$2,000), fringe benefits (40% of salaries) and indirect costs (not to exceed 8% of direct cost). If you include a travel request, spell it **out in detail including** # of people, # of days, cost of airfare, daily hotel and meal expenses, etc. Double-check the math.*
- 11. Let us know if you are also requesting funds from other sources. Is the amount you are seeking from the PVA Education Foundation your whole budget, or are you hoping to secure other funding as well? If you are seeking other sources of funding, what percentage of the total budget is the amount you are seeking from the PVA Education Foundation?*