



Frequently Asked Questions

▪ **What was the total amount awarded for CAFR grants this year (2009-10)?**

The total amount awarded for academic year 2009-2010 is \$82,498.49. The total amount requested was \$126,060.14.

▪ **Is there a limit on how much funding can be requested?**

There is no set limit on how much funding can be requested. However, there is a limited amount of money and CAFR attempts to fund as many quality proposals as possible. Regarding all proposals submitted for the five year period 2005-10: the highest award was \$12,187.00; the lowest award was \$1,014.14; and the average award was \$5,261.41.

▪ **How much detail is necessary in the grant proposal?**

The CAFR members are not experts in every field. Therefore, you should provide enough explanation and detail in your proposal that can assist them in understanding what you plan to do with the grant.

▪ **What are some examples of common errors in grant proposals?**

The most common errors include: lack of a detailed research plan; insufficient or incorrect information with regard to budget areas (i.e., inaccurate student wage information; lack of detailed travel expenditures); and critical peer review(s) that provide little information.

▪ **With regard to the critical peer evaluation, does it matter if the reviewer is an internal vs. external party?**

A well-written critical peer evaluation often helps the committee more clearly understand the proposal in the context of your field of study. Whether a reviewer is internal or external is less important than the quality of the review. Unfortunately, many of the letters received in the past had limited substantive information to assist the committee in their decisions and actually diminished the overall quality of the proposals.

▪ **Is it better to have more than one critical peer evaluation?**

Not necessarily. One substantive review outlining the strength of the proposal can be sufficient. However, if your proposal involves several different foci and you feel that two reviewers might be able to better explain and support your plan, you might want to have two reviews.

▪ **What should I include when requesting undergraduate students in my research?**

A detailed rationale as to how personnel requested will help to support your research is required. In addition, please be specific about the number of students you plan on hiring, the number of hours that will be worked by each student, the length of employment, the approximate dates of employment, and the pay rate for each student. This should help you arrive at a total figure as it relates to your student personnel budget line item. Above all, this



detailed information will help the Committee to better understand this budget area when reviewing your application.

▪ **Is equipment purchased with grant funds considered institutional property?**

Equipment and supplies purchased by grant funds are the property of Providence College. All equipment is entered into the Providence College property inventory by Financial Services during the invoice payment process.

▪ **Do I have to follow standard College purchasing procedures when making any purchases for the grant?**

All purchasing and expenditures must be processed through the normal Providence College channels. All purchase requisitions must go through the Office of Academic Affairs. Receipts must be submitted for all expenditures made outside of the normal purchasing procedures.

▪ **My budget projections were off. Can I transfer monies within my grant?**

Grant recipients are permitted some flexibility with the use of their allocated funds. Recipients may transfer up to \$500 within existing funding areas of their grant (not including student personnel) to cover items not anticipated in the original grant application as long as such items were not previously requested and denied in their CAFR proposal. Requests to transfer use of more than \$500 may be considered by the CAFR Committee, but only upon written request. The request must include an appropriate justification that explains the need for the funds transfer, as well as the relationship of the intended purchase to the recipient's research as articulated in the original proposal.