

Funding Teaching Excellence: An Introductory Guide To Securing Title III And Title V Grants

1 Preparing to acquire a grant

2 Writing a proposal narrative and crafting a project budget

3 Knowing which grants to prioritize in the long-term

This guide equips administrators, educators, and academic institutions with high-level knowledge and strategies to efficiently begin the process of securing funding through Title III and Title V grants. It provides practical advice, step-by-step guidance and helps you begin crafting a compelling proposal so you can leverage the power of grants for initiatives tied to teaching excellence and student success.

PART 1: Preparing to acquire a grant

Step 1: Understand your institution's policies and procedures for acquiring grants.

I. Who administers grants on your campus?

Research to see if your institution has received a grant in the past and who took part in that process.

What are the requirements to be a principal investigator?

The principal investigator is responsible for preparing the proposal and the administrative, technical, and fiscal management of a grant.

II. How are grants administered on your campus?

What is the preapproval process?

What is the submission approval process?

What is the grant management and account process?

What are the rules for allocability?

What is the grant reporting process?

Step 2: Understand how your grant proposal aligns with your institution's strategic priorities.

I. Aligning allies and campus assets to participate in your grant project is key. If your proposal enables your institution to achieve its strategic priorities, you can acquire allies and assets.



II. Build bridges between your allies who may not have collaborated before. Create a grant taskforce/committee (with the support of an administrator) that enables you to manage the project.

Sometimes allies are easy to get committed to the project. Other times, it can be difficult. In either case, it is important to develop and manage to a project plan that outlines:

- List of tasks to complete a proposal
- Schedule of tasks to complete
- Resources required to complete the tasks
- People assigned to deliver the tasks, products, and services

A change management process might be needed to build bridges between allies.

Step 3: Understand the granting agencies' mission, goals, and bureaucratic processes.

I. Be sure to carefully review the eligibility requirements for the grant you plan to apply for.

II. Bureaucratic processes are critical to follow. Deadlines are real. You need to “reverse engineer” your schedule for developing and submitting your proposal so that it meets the granting agency’s deadlines and your institution’s grant management deadlines.

- Identify granting agency’s submission deadline
- Account for your institution’s submission deadline
- Allocate time for approval of submission
- Proposal narrative and budget finalized
- Select the principal investigator
- Locate your institutional allies
- Outline of proposal and establish the proposal team

III. Grants are evaluated in accordance with defined criteria. It is critical to know what the granting agencies want to achieve. Get a deep understanding of the goals and review projects that the agencies have funded in the last 2 years. These awardees are models of success; follow their model if appropriate.

IV. Schedule a meeting with the program office of the granting agency.

NOTE: While some agencies may not have the capacity for individual meetings, they often provide valuable alternatives, such as regional workshops. We encourage you to capitalize on such opportunities.

Meeting 1: Introductions to you, your campus, and why your campus would be an excellent candidate for a grant. Provide a general overview of your proposal and get feedback from the program officer about what specific directions would be most valued by the agency.

Meeting 2: Review your specific proposal with your rationale about why your strategy is important and will be successful. It will be important to review the proposal narrative and the proposal budget. Get more feedback.



PART 2: Writing a proposal narrative and crafting a project budget

Step 1: Consult resources for writing a successful proposal.

I. There are many free resources available that can provide you with guidance and recommendations in the writing process:



[Grantsmanship and fundraising practices](#)

[SlideShare](#)

[Google Books](#)

Step 2: Check with your grants office – or individual(s) who manage grants – to see if they have support for grant writing if needed.

Step 3: Incorporate milestones within your timeline to allow subject matter experts to review your proposal. Their feedback can be helpful in determining if your writing is clear and has merit in the field, especially if they are not familiar with the specifics of your proposal.



PART 3: Knowing which grants to prioritize in the long-term

Common grants that are pursued by 2- and 4-year institutions are Title III and Title V federal grants, which are designed to support under-resourced students. These grants are regularly available, their criteria and processes are well defined, and they offer a fair and unbiased award process.

I. For reference, the Department of Education posts the abstracts of the awardees from previous years:



[Title III abstracts and funded projects](#)

[Title V abstracts and funded projects](#)

Note: To view, click the "Past Awards" option.



Closing

Grants offer a valuable opportunity to invest in faculty and advance student success initiatives through teaching enhancements and certification. By securing grant funding, institutions can expand their capacity and means to support faculty and, in turn, boost student success.



The Association of College and University Educators (ACUE) delivers the highest-quality courses, pathways, and certifications, endorsed by the American Council on Education, with quick-to-implement evidence-based practices that make a huge impact on student success. Certified instructors are proven to boost persistence and completion for students, improve faculty confidence and engagement, and help institutions meet their strategic goals.



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