Frequently Asked Questions
Grant Proposal Submission & Grant Management

We know the grant process can raise lots of questions—from writing a strong proposal to managing the details once your project is funded. This FAQ is designed to guide you step by step. Click on a question below for clear answers, practical tips, and links to resources. If you don't see your question here, the Wabash Center staff is always glad to help.

Writing the Proposal

Can I get help writing my proposal?
Yes. The Wabash Center understands our grants program to be part of our overall teaching and learning mission. We are interested in not only awarding grants to excellent proposals, but also in enabling faculty members to develop and hone their skills as grant writers. Therefore, we offer grant coaching for all faculty interested in submitting a Wabash Center Project Grant proposal. Coaching does not guarantee funding. Contact Associate Director Sarah Farmer (farmers@wabash.edu). Proposal-writing resources are also available on our website.

How should I approach assessment and evaluation?
Plan for both process and outcomes. Use feedback loops to adjust along the way, and include formative and summative strategies. Assessment and evaluation sections of grant proposals are generally deficient in that what they plan to assess and is often more associated with the product rather than the process of the project itself. Creating a variety of assessment or feedback loops can help a grant project succeed, and it can help the grant project director decide how to adjust the project while working through it. Writing an evaluation section that outlines both the formative and summative evaluation strategies can help sharpen a project and enhance its overall impact.

Can I include foreign travel in my proposal?
No. Wabash grants do not fund foreign travel, nor travel to conferences or meetings.

What costs are not allowable?
It is imperative to know what you can and cannot use grant funds for when preparing your budget. Requesting funds for something we do not fund can result in the dismissal of your entire grant proposal. Wabash grants do not fund salaries, tuition, institutional overhead, or unrelated travel. Our website provides a list of items and activities that we do and do not fund. All projects and budget expenditures must be in alignment with the Wabash Center mission.

Why was my grant proposal not funded?
There are several reasons why grant proposals. Even well-written proposals do not get funded. Unfortunately, we are not at liberty to disclose the reasons why once a grant is submitted through the portal. While we do not allow resubmissions, in the future, please contact Sarah Farmer at farmers@wabash.edu to receive grant coaching prior to submitting your application.

Can I reapply if my proposal is not funded?
Yes. You may revise and resubmit in a future cycle. Feedback is available upon request.

What kinds of projects align best with Wabash's mission?
Projects that deepen faculty teaching, learning, and formation in theological and religious education. See our Proposal Writing Hub on the grant page for examples.

Submitting in the Portal

Can I email my proposal instead of using the online portal?
No. All proposals must be submitted through the Wabash Center's grant portal.

What if I have technical trouble with the portal?
Contact the Wabash Center staff for assistance before the deadline. Late submissions cannot be accepted.

Can I submit more than one proposal in a cycle?
No. Each project director may only submit one proposal per grant cycle.

Should I password protect my documents?
No. We understand this is a security feature that makes you feel safe; however, we cannot process your application and/or contract successfully. This will make for a longer processing time.

Can we submit the grant application even if I don't have all necessary forms to make the deadline?
No. If the application is incomplete, it will automatically be discarded. A new application will need to be submitted by the grant deadline.

Please work ahead of time to obtain all the required documents needed to upload in the MyWabash portal. We are unable to process incomplete applications or applications with missing signatures. Contact your Dean, Department Head, and Business office staff a few weeks before the grant deadline to ensure you can fulfill the requirements of the application.

Who needs to sign the application?

- **The Project Director**(s) - the person(s) responsible for providing narrative report on grants, typically the person(s) overseeing the administration of the grant and writing the project proposal to apply for the grant.
- **The Financial Contact -** the person responsible for receiving the check and providing financial reports of expenditures for the institution. This should be a different person than the project director.
- **The Authorization Contact** - the person authorized to sign grant requests for the institution.

Who needs to sign the contract?
The signatures should remain the same from the grant application (unless changes need to be made).

Can we type the people's names in on the contract instead of getting actual signatures?
No. All three designated people need to sign the last page of the grant contract for funds to be processed.

Can we alter the grant contract language?
No. Wabash Center cannot change the contract in any way. If your institution cannot sign the contract "as is," they will need to relinquish the grant.

What should the Dean Letter of Support focus on?
Typically, in a letter of support, we want to know that the candidate will be supported by their institution. The letter should also indicate some of the strengths the applicant could bring to the workshop itself. Sharing these strengths can sometimes tip the balance of whether someone is selected or not.

Receiving Funds

How are grant decisions communicated?
You will receive an email with the funding decision. If awarded, you'll also receive next steps for setting up your project.

What if my institution changes financial contacts?
Notify the Wabash Center immediately so we can update records and avoid delays in payment or reporting.

Who needs to complete the ACH and W-9 form?
The ACH and W-9 form needs to be completed by your institution, along with the current year date. The current year date is required to process the grant funds. This means that each year we will need to collect a new ACH and W-9 form from you with the current year date. Not submitting this form in a timely manner will delay the processing of your funds.

If we have multiple institutions involved, where will the grant funds be sent to?
We cannot send it to multiple institutions; therefore, the grant funds will be sent to the Project Director's institution. If there are two project directors, please select one director whose institution will receive the funds.

How soon will my institution receive the funds if we are awarded a grant?
Once we have the signed contract, and your institution completes the W-9 and ACH form, it usually takes approximately three weeks to receive the deposit into their account. **WE DO NOT ISSUE PAPER CHECKS!**

When can we share with our institution that we received a grant?
You may share your great news with your institution once you receive approval from the Wabash Center. Simply email your request to farmers@wabash.edu. We also would love to archive any announcements or other materials used in your dissemination strategies.

Why is my stipend lower than the allocated amount—taxing of stipends?
All participants receiving a stipend will have 30% withheld for taxation.

I am sponsored for employment by my institution via an H-1B Visa; can I receive a stipend from the grant?
For international colleagues, please be reminded that if you are employed by a school through an H-1B visa arrangement, **you are not eligible to receive stipends.** The Wabash Center, as an agency other than your sponsoring institution, cannot by law provide you a stipend. For preservation of legal H-1B status, H-1B workers should not accept any offer of honoraria or consultation fees. Stipends, honoraria, and consultation fees paid by an employer other than the entity that sponsored the H-1B petition constitute illegal employment under USCIS regulations. With the stipulation of ineligibility for the stipend, colleagues who are holders of H-1B visas are welcome to make application and, if selected, fully participate in the programming of the Wabash Center.

Managing the Grant

What if I need to do a budget revision?
To do a budget revision, you need to submit an addendum that outlines how you propose to reallocate the funds. The budget revision must be approved by Wabash Center before using the funds differently. Please submit your addendum to Stacie Cordell at cordells@wabash.edu.

How do I request an extension for reporting?
Submit a written request before the deadline. Extensions are granted on a case-by-case basis. Guidelines for submitting a written request can be found in the Grant Management Resource Hub.

Completing the Grant

What reports are required?
A final narrative and financial report are due at the close of your project. Reports are due 60 days after the close of the grant period. Templates are provided in the Grant Management Resource Hub.

All grants, without exception, require a final report that reviews and analyzes the things learned during the grant project and that accounts for the funds spent. Specific guidelines for your grant report are sent with the initial grant contract. Please notify the Wabash Center 30 days in advance if you are not going to meet the reporting deadlines listed on the contract. ***Future grant funds will not be sent to institutions that do not close out grants appropriately.**

When writing the final narrative report, we understand that no project proceeds entirely as planned. Some strategies and tactics work better than hoped; others do not. But an honest assessment of what worked and what did not is generally useful for future work. Instructions for writing the final report can be found here.

What happens after my grant ends?
Wabash may share your project outcomes as models for other faculty. You are also welcome to apply for future grants.

Our grants team is here to support you at every step. If your question isn't listed here, we'd be glad to help. For proposal coaching or writing support, contact **Sarah Farmer, Associate Director** at farmers@wabash.edu. For grant contracts, budget revisions, or reporting, contact **Stacie Cordell** at cordells@wabash.edu.