



Tips on Best Grant Letters of Intent and Applications

1. Review the instructions for the grant first to be sure your topic or project fits the current APHON initiatives if there are any listed for the particular grant.
 - a. There is more than one grant opportunity so please review the grants carefully.
 - b. Evidence-based Practice grants and Research grants may have different criteria so be certain you are submitting for the appropriate grant
2. Ask questions if there are components of the Letter of Intent or Grant application that you do not understand. There is a direct link to someone who can help you.
3. Choose an idea you and your team are excited about (research grants)
4. Keep it simple. Maintain your focus but the outcome broad.
 - a. None of us will cure cancer, but we can reduce the symptoms associated with treatment
5. Make a compelling argument for your project to be successfully completed
 - a. Do you have institutional support, departmental support?
 - b. Do you have the resources to see it through? EBP projects will need institutional (stakeholder) support to be successful.
 - i. Is your idea important to your organization, your department, your unit?
 - c. Find balance between innovation and reality
6. Describe your strengths and what you and your team bring to the project
 - a. Do you have a strong mentor on your team or someone with experience
 - b. Do you have a mentor at your institution like a Director of Nursing Research and EBP
7. Add a graph, picture, table, or other illustrative means to make your points
8. Leave time to proofread your work, and have an unbiased person review the work
9. Be sure your budget is reasonable. Review the grant budget guidelines carefully
 - a. Many grants do not cover indirect costs (salaries, overhead, etc)
 - b. Many grants have limits on equipment costs
10. Again, contact APHON with questions. We are here to help you with the APHON grant submission process
11. If you are submitting to another funding agency or APHON, follow up after you receive feedback on your submission.
 - a. If you have been accepted for a full grant application, follow the directions on the application itself carefully. Read all questions, and do not leave items unaddressed.