How-to Guide for Applying for U.S. Department of Education Funding

The U.S. Department of Education (ED) offers various funding opportunities to support education programs and initiatives. Hispanic-Serving Institutions (HSIs) can access specific grants designed to support their unique needs. This step-by-step guide will help you navigate the application process for ED funding, including considerations specific to HSIs.

Tips for Hispanic-Serving Institutions

- **Emphasize Community Impact**: Highlight how your project will address educational disparities and benefit the Hispanic community.
- **Leverage Institutional Resources**: Utilize resources and support systems available at HSIs, such as community outreach programs and partnerships with local organizations.
- **Engage Stakeholders**: Include letters of support from community leaders, local education agencies, and other stakeholders who can attest to the potential impact of your project.
- **Utilize ED Programs for HSIs**: Look for ED funding opportunities specifically aimed at HSIs, such as the Developing Hispanic-Serving Institutions (DHSI) Program.

Specific Funding Programs for HSIs

1. **Developing Hispanic-Serving Institutions (DHSI) Program**: Provides grants to assist HSIs in expanding educational opportunities for Hispanic students.
2. **Promoting Postbaccalaureate Opportunities for Hispanic Americans (PPOHA) Program**: Supports the development of postbaccalaureate educational opportunities at HSIs.
3. **Hispanic-Serving Institutions STEM and Articulation Programs**: Focuses on improving educational outcomes for Hispanic students in STEM fields.

Step 1: Identify the Right Funding Opportunity

1. **Research Funding Opportunities**: Visit the U.S. Department of Education's Grants webpage to explore available funding opportunities. Look for programs that align with your institution's goals and needs.
2. **Read the Notice Inviting Applications (NIA)**: Carefully review the NIA for the specific program you are interested in. The NIA contains important information about eligibility, application requirements, deadlines, and evaluation criteria.

Step 2: Prepare Your Proposal

Note: Work with ORS on this process.

1. **Register Your Institution**: Ensure your institution is registered with:
   o **DUNS number or Unique Entity Identifier (UEI)**
   o **System for Award Management (SAM)**
   o **Grants.gov**: Federal portal for finding and applying for grants.
2. **Register with Grants.gov**: Create an account on Grants.gov if you don't already have one.

Step 3: Gather Required Documents

1. **Application for Federal Assistance (SF-424)**: This is a standard form for applying for federal grants.
2. **Project Narrative**: A detailed description of your proposed project, including:
   o **Introduction**: Background and significance of the project.
   o **Goals and Objectives**: Clear and concise description of the project's goals and objectives.
   o **Methodology**: Detailed description of the project's design and implementation plan.
   o **Project Management Plan**: Timeline and milestones for project activities.
   o **Evaluation Plan**: How you will assess the effectiveness of the project.
   o **Sustainability Plan**: How the project will be sustained after the grant period ends.
3. **Budget and Budget Narrative**: Detailed budget outlining project costs and a narrative justifying each budget item.
4. **Resumes of Key Personnel**: Biographical information for key project staff.
5. **Letters of Support/Commitment**: Letters from collaborators, partners, or other stakeholders, if applicable.
6. **Program-Specific Forms**: Any additional forms or documents required by the specific program, as indicated in the NIA.
7. **Abstract**: A summary of the proposed project.

8. **Assurances and Certifications**: Completed forms certifying compliance with federal regulations and policies.

Step 4: Write Your Proposal

1. **Follow ED Guidelines**: Adhere to the guidelines provided in the NIA and the ED's General Education Provisions Act (GEPA) requirements.
2. **Be Clear and Concise**: Use clear, concise language and ensure your proposal is understandable to reviewers who may not be experts in your specific field.
3. **Highlight Innovation and Impact**: Emphasize the innovative aspects of your project and its potential impact on education.

Step 5: Review and Revise

1. **Internal Review**: Have colleagues review your proposal and provide feedback.
2. **Revise Accordingly**: Incorporate feedback and make necessary revisions to improve clarity and impact.

Step 6: Submit Your Proposal

1. Schedule time with ORS to submit the proposal.
2. **Check for Completeness**: Ensure that all required documents are included and comply with ED guidelines.
3. **Submit via Grants.gov**: Submit your proposal through Grants.gov before the deadline specified in the NIA.
4. **Confirm Submission**: Verify that your proposal has been successfully submitted and received by the U.S. Department of Education.

\Step 7: Follow Up

1. **Acknowledge Receipt**: The ED will send an acknowledgment of receipt. Keep this for your records.
2. **Monitor Status**: Use Grants.gov to monitor the status of your proposal.
3. **Prepare for Revisions**: If your proposal is not funded, you may receive feedback from reviewers. Use this feedback to revise and resubmit your proposal in the future.

Items Needed for ED Proposal Submission

- DUNS number or UEI and SAM registration
- Grants.gov account
- Application for Federal Assistance (SF-424)
- Project Narrative
- Budget and Budget Narrative
- Resumes of Key Personnel
- Letters of Support/Commitment (if applicable)
- Program-Specific Forms (if applicable)
- Abstract
- Assurances and Certifications

Good luck with your U.S. Department of Education funding application!