



## Support for Seeking External Funding

Elon University has two offices that assist with grant proposal development and/or soliciting funds from external organizations, the **Office of Sponsored Programs (OSP)** and **Corporate and Foundation Relations (CFR)**.

In all cases, faculty and staff seeking external funding must work with CFR or OSP on submitting proposals or application and/or approaching the funder.

### **SPONSORED PROGRAMS:**

The Office of Sponsored Programs (OSP) promotes and facilitates research and scholarly activities for faculty and administrative staff by helping them locate and secure external funding.

Sponsored Programs provides assistance, from conceptual development and planning of proposals through implementation and administration of funded projects. More specifically, it assists in:

- Identifying potential external funding sources
- Developing and editing proposal narratives and budgets
- Completing standardized application forms
- Assuring compliance with applicable federal and state regulations
- Negotiating grant awards and contracts
- Providing administrative assistance for funded projects

Contact person: Bonnie Bruno, Director of Sponsored Programs  
336-278-6603 or [bbruno2@elon.edu](mailto:bbruno2@elon.edu).

### **CORPORATE AND FOUNDATION RELATIONS:**

Elon University's Office of Corporate and Foundation Relations (CFR) cultivates, manages and stewards relationships with corporations and foundations (private funding sources), with the aim of securing philanthropic support for the university's highest priorities.

Key areas of expertise include:

- Developing and executing strategies for corporate and foundation engagement and preparing key leaders for this engagement
- Orchestrating and hosting corporate and foundation campus visits
- Developing and editing funding/grant requests, including proposals, letters of inquiry, budgets and more
- Identifying corporate and foundation prospects for institutional priorities
- Customized stewardship reporting

Contact person: Sylvia DuRant, Director of Corporate and Foundation Relations  
336-278-7482 or [sdurant@elon.edu](mailto:sdurant@elon.edu).



**External funding opportunities typically fall in one of two categories:**

- (1) Federal or state; or
  - (2) Corporate, foundation, or organizational.
- **If seeking or federal or state funding**, please contact the Office of Sponsored Programs for assistance.
  - **If seeking corporate, foundation, and other organizational entities**, please contact both OSP and CFR. Additional steps of this process are below.

1. **Notify OSP and CFR of Intent to Apply**

- Please notify both Bonnie Bruno (Director of Office of Sponsored Projects) and Sylvia DuRant (Director of Corporate and Foundation Relations) that you intend to approach or apply to a particular entity (corporation, foundation, organization)
- OSP and CFR will collaborate on determining which office will work with you on the application and notify you of next steps
- To allow time for meaningful review/feedback and help you submit the best proposal possible, we request notification ***at least 5 business days before the deadline.***

2. **Gathering institutional information** – Please do not reach out to Accounting, Institutional Research, and/or other areas directly for information. Given that we have ongoing interactions and relationships with specific offices for data needs, OSP or CFR will serve as conduits for information needed and often have some of this information readily at hand (e.g. 501 (c)(3) letter, F&A Agreement, Annual Financial Report, BOT, and other resources).

3. **Completing the Submission Process** – OSP or CFR will work with you to determine the best way to submit the proposal. (E.g. Project Director submits proposal through online portal OR OSP/CFR completes the submission).