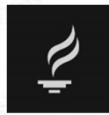


2019-2020 Collaborative Grant Writing Workshop Series

Session 1 – Intro to Grant Seeking



Welcome and Ground Rules

- Participant Polls
- Co-Presenters
 - Dr. Mary Pfohl, SCSU Faculty & Title IV-E Child Welfare Program Director
 - Catherine Stoch, Grants Administration Manager, CentraCare
 - Kristel Seth, MSU Director of Research and Sponsored Programs
 - Jodi Kuznia, SCSU Director of Research Development
- Interactive Format
 - Ask questions as they arise



Learning Objectives

- Get started
- Find, understand & select funding opportunities
- Consider your team, stakeholders and institution
- Practice to Theory: Dr. Mary Pfohl, Title IV-E Child Welfare Program Director
- Tapping into campus resources and understanding campus processes



General Tips to Getting Started

- Consider starting with preliminary or pilot projects
- Think about your writing style ~ *create strong, persuasive content*
- Quality matters ~ *follow directions and submission requirements (internal and external funding mechanisms)*
- It's never TOO early to start planning and/or writing
 - *private grants (10-40 hrs.), state grants (40-60 hrs.), federal (75-100 hrs.)*
- Plan for early submissions ~ *avoid validation/technology issues*
- Rejection is normal in grant-getting ~ *use it as an opportunity to get feedback and hone your grant-writing skills*



Position yourself to be a Successful Grant Writer

Define your scholarly portfolio (*cutting-edge/innovative ideas*)

1. Actively contribute to your discipline
 - 1a. Publications (*first author or co-author*)
 - 1b. Present at local, regional and national conferences
2. Get involved with professional societies
3. Consider opportunities to integrate scholarly activity, publishing and teaching

Demonstrate you can get work done (*credibility*)

1. Define short-term and long-term scholarly agendas, and outline the roadmap used from project to project
2. Implement working relationships with populations/communities associated with your work
3. Identify opportunities to serve as a Co-PI or Senior Personnel for other grant-funded projects to build your CV/credibility

Become an effective grant-writer

1. Clearly define the problem you will solve and clearly define steps that will be implemented to solve it
2. Assemble the team and build the implementation plan articulating expertise within the team
3. Research and understand the funding agency you plan to pursue – volunteer to be a grant-reviewer prior to your own grant submission

The role of a Principal Investigator (PI), also referred to as Project Director (PD), champions the project by leading pre and post-award efforts

• Pre-award (*prior to proposal submission*)

- Study RFP/Call for Proposals
- Define the project
- Engage stakeholders (*get buy-in from stakeholder groups*)
- Create proposal development timeline/checklist
- Define proposal budget in collaboration with Dean/VP/Supervisor and RSP/RASP
- Outline the management/ implementation plan
- Write the proposal narrative and compile proposal requirements
- Obtain internal approval (*proposal approval form*)

• Post-award (*upon award*)

- Complete all compliance requirements
- Implement the project
- Be responsible for spending the grant funds in accordance with the funder-approved budget
- Adhere to sponsor guidelines and University processes
- Complete and submit performance/annual reports
- Contact RSP/RASP for award modifications

Assumes you have identified a viable funding opportunity to apply to.



Setup GrantForward to find funding opportunities

Step 1: Create a GrantForward Account

- Go to the GrantForward homepage at www.grantforward.com
- Press the **Sign Up** button on the upper right hand side.
- On the Create an Account on GrantForward page, enter your institution email, and create a password.
- A confirmation email will be sent to the email you provided. Confirm by clicking on the link from your email, and then you will have account access to GrantForward.

Step 2: Create a GrantForward Profile

- Under the **Profile** tab, press **Create Profile**
- Enter your basic information.
- Add your research interests.
- If you would like to add additional information to customize your profile you may do so. Profiles can also be edited/updated as often as necessary.
- Now that your profile is set up you can receive customized grant recommendations based on your research interests! You can also set up recommended grant alerts to receive automatic notification emails.



Request for Proposals (RFP), also referred to as Call for Proposals or Notice of Funding Availability (NOFA)

- The funding agency's **rule book** that gives grant seekers valuable information needed to understand your project alignment with funding priorities and submit a complete, competitive proposal
 - project requirements, proposal requirements, implementation requirements, submission guidelines, deadline information, Program Officer(s) contact info, etc.
- Pay VERY close attention to the RFP (*and program info on their website*)
- Print, focus to read thoroughly, highlight important info, and refer to it often
- Determine if your project fits and qualifies, and confirm eligibility
- Consider how your project fits the funding agency needs/priorities

~ If you want their money...you have to play by their rules ~



Reviewing other grant proposals can help your writing

- Request copies of funded proposals
 - Freedom of Information Act (FOIA) has provided the public the right to request access to records from any federal agency
 - <https://www.foia.gov/how-to.html>
 - Review recently funded awards, then call/email recently awarded PIs
- Volunteer to be a proposal reviewer
 - Campus committees
 - Local/Regional foundations
 - Central MN Arts Board/Prairie Lakes Regional Arts Council
 - Federal Agencies
 - DOE; <https://www2.ed.gov/about/offices/list/ope/peer-reviewers/peer-reviewers-faq.html#q4>
 - HRSA; <https://www.hrsa.gov/grants/reviewers>
 - NEA; <https://www.arts.gov/form/volunteer-to-be-a-national-endowment-for-the-arts-panelist>
 - NEH; <https://securegrants.neh.gov/signup/>
 - NSF; https://www.nsf.gov/bfa/dias/policy/merit_review/reviewer.jsp
 - NASA; <https://science.nasa.gov/researchers/volunteer-review-panel>



Identify and Consult Stakeholders

- Identify what (critical) resources are needed.
 - Can be based on expertise, equipment, access to participant population, etc.
- The RFP may also mention necessary collaborations.
- Can be a way to secure required matching contribution.
- Ask for input/feedback on developing specific project-related involvement.
- **THIS MUST BE DONE EARLY!**
 - Can require board approval, time of year can be a factor (i.e. schools during the summer), and ultimately allows for a more thoughtful collaboration.

~ Stakeholder Worksheet with Catherine Stoch ~



Institutional Support and Processes

- Identify and capitalize on campus resources available to support your work
- Each campus offers different resources
- The earlier you engage Research and Sponsored Programs, the more support we can provide
- Institutional proposals/awards are issued to the University, not an individual, thus individuals with delegated authority must approve prior to submission and can sign agreements with external agencies



Practice to Theory: DHHS Case Study with Dr. Mary L Pfohl

- Experiences and lessons learned in...
Building (and Maintaining) Your P.I. Team

*Mary L. Pfohl, M.S.W., Ph.D., L.I.S.W.
Title IV-E Child Welfare Program Director
Department of Social Work
School of Health and Human Services
St. Cloud State University*



Campus Resources

St. Cloud State

- Office of Research and Sponsored Programs
 - <https://www.stcloudstate.edu/rsp/default.aspx>
- Statistical Consulting & Research Center
 - <https://www.stcloudstate.edu/cose/community-partners/stat-consulting.aspx>
- SCSU Repository
 - <https://repository.stcloudstate.edu/>

Mankato State

- Research and Sponsored Programs
 - <https://grad.mnsu.edu/research/rasp/>
- Center for Excellence in Scholarship & Research
 - <https://grad.mnsu.edu/research/cesr/>



Proposal Approval Process

Mankato State

1. Complete the *Campus Approval for Externally Funded Projects (CAEFP)* form, attaching a final budget and working draft of the proposal
2. Route for department and Dean approval
3. Submit to RASP prior to deadline
4. RASP coordinates final authorizations and confirms approval to submit

https://grad.mnsu.edu/research/rasp/forms_and_policies/

St. Cloud State

1. Complete Proposal Approval Form and attach a working draft of your proposal and budget
2. Route for department and Dean/VP approval
3. Submit to RSP prior to submission deadline (*minimally 4 working days prior to deadline*)
4. RSP coordinates final approval and submission

<https://www.stcloudstate.edu/rsp/grants/default.aspx>



Research with Human Subjects or Animals

St. Cloud State

- Research with Human Subjects
 - IRB review generally takes 2-3 weeks
<https://www.stcloudstate.edu/irb/review.aspx>
- Research with Animals
 - Submit at least 4 weeks prior to a scheduled IACUC meeting
<https://www.stcloudstate.edu/iacuc/protocol.aspx>

Mankato State

- Research with Human Subjects
 - Beginning fall 2020, the Institutional Review Board (IRB) will require that all researchers provide proof of training in matters related to IRB.
<https://grad.mnsu.edu/irb/>
- Research with Animals
 - <https://grad.mnsu.edu/research/iacuc/>



Wrap-up/Closing thoughts/Questions

- Contact RSP/RASP as soon as you start thinking about external funding. We can help you with ALL grant-related topics.
- MSU Research and Sponsored Programs
 - 96 Memorial Library
 - 507-389-5275 or RASP@mnsu.edu
- SCSU Research and Sponsored Programs
 - Administrative Services, Room 210
 - 320-308-4932 or ResearchNow@stcloudstate.edu



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