

2019-2020 Collaborative Grant Writing Workshop Series

Session 2: Creating a Proposal Development Plan



Welcome and Ground Rules

- **Co-Presenters**

- Dr. Chad Wittkop, MSU Faculty & Grant Writing Consultant
- 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

- Introduction to proposal sections
- Become familiar with typical narrative components
- Consider your project/program design
- Increase your funding competitiveness
- Importance of and how to build collaborations



General Proposal Components

- Cover Sheet
 - Information requested is on behalf of University, no personal indicators
 - Authorizing signatures will be those for the University
 - Start thinking about signatures now
 - Work through RSP/RASP to secure these
 - The person who accepts the award on behalf of the University, i.e. VP of Finance & Administration
 - Take into consideration collaborating universities and their review/timeline requirements



General Proposal Components cont.

- Project Summary/Abstract
 - Overview of the project, cover all key elements
 - First point-of-reference for reviewers
 - Sometimes the only point-of-reference!
 - Compels them to keep reading
 - Tells them what they're supposed to keep looking for
 - Agency-required sections
 - i.e. NSF's broader impacts, intellectual merit, identification of Intellectual Property
 - This information can also be requested in the narrative too, make sure to duplicate when requested
 - Could also be published (if funded)



Let me interrupt a quick second...

- Refine and polish your idea
 - Concise, targeted statement is essential
 - 3-5 sentences: hypothesis, problem statement, or research question
 - Include evidence of the idea's importance
 - Criteria for assessing the solution

Do this right away! Then revisit it throughout the proposal development; it may need to be updated/revise.

This idea gets translated into a specific set of activities, leading us to...



Project Description/Narrative – Project/Program Design

- Address what you want to do & how you will plan to do it
 - Statement of need
 - Overall goals and specific objectives
 - Plan of action or methodology
- How you will know if you succeed
 - Make sure to include potential pitfalls!
- What benefits could be realized if the project is successful
- And remember to include:
 - Assessment & Evaluation – built into the project, not just at the end!
 - Reporting & Deliverables
 - Sustainability

(placeholder for partner activity/see worksheet)



A couple of pointers...

When you write, keep this in mind:

- Follow guidelines explicitly
- Address review criteria thoroughly
- Specifically use their headers and titles, they are looking for their words
- Draw on your strengths and the strengths of the institution
- Use clear, precise language – avoid jargon!
- Make use of bullets & tables
- Include a Table of Contents, identify proposal sections that meet the criteria
- Ask someone outside of your field to read it



back to General Proposal Components cont.

- Bibliography/References Cited
 - Follow scholarly practice for providing citations
 - Should be current, to-date references
- Budget and Budget Justification (make sure to sign up for Session 3!)
 - Think about this right away:
 - Subawards
 - Match requirements
 - Indirects (aka Facilities & Administrative costs)
 - Realistic and reasonable – establishes your credibility
 - Well-justified, establish need – tells a story & your project's organization
 - Complies with all agency guidelines – what's allowable, what's not
 - Make updates as the scope of work changes



General Proposal Components cont.

- Biographical Sketches/Resumes/CVs
 - Format varies by agency, can change annually or by program/call
 - PI, co-PIs, senior personnel
 - Relevant work and experience, not whole career history
 - Can also be needed for: consultants, external evaluators, etc.
- Agency-Specific Requirements/Forms
 - Examples include:
 - Current & Pending Support
 - Facilities, Equipment, and Other Resources
 - General Education Provisions Act (GEPA)
 - Research on Human Subjects
 - Conflict of Interest



General Proposal Components cont.

- Appendices & Supplementary Documentation
 - Per agency requirements
 - Materials that add important data but are cumbersome in a narrative
 - Can include: Letters of Collaborations/Support/Commitment, Documentation to identify unusual circumstances, Postdoctoral Mentoring Plans, Data Management Plans

No need to feel overwhelmed...

We can oftentimes get you examples of funded proposals!

(Freedom of Information Act)



General Proposal Components cont.

The following are not always required:

- Letter of Intent
 - Provides agency an idea of what the review panel needs will be
- Preliminary Proposal
 - Reduces effort if chance of funding is small
 - i.e. Exploratory initiatives where there is a major new direction but small number of actual awards
 - Will have minimal components
 - Total budget amount requested, rather than detailed annual
 - Increases overall quality of a full submission



Building Collaborations

- Identify what partnerships are needed for the project
 - Can be based on expertise, equipment, access to participant population, etc.
 - Can be a way to secure required matching contribution
- The guidelines may also mention necessary collaborations
 - School districts, local county agencies, etc.
- Making those connections through:
 - Professional relationships
 - Cold calling, but check with University to see who can help you (i.e. University Advancement for Foundations, Strategic Partnerships for Industry)
- Allow time to get their contribution on specific project-related involvement



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
- Look for Session 1 videos, sign up for Session 3!



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/>



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/>



Sources

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