North Carolina Central University

Grant Proposal Development Workshop
Tyrone Eaton/Director
Kendra Cardwell/Assistant Director
Wallecia Barnett/Administrative Assistant

Sponsored Research, Programs and Technology Transfer

Proposal Writing

Steps to obtaining a grant:
1. Finding the appropriate funding source...
2. Contacting the funding source
   ▸ e-mail, Fax, Voice telephone
3. Understanding the proposal guidelines
4. Writing and submitting the proposal
**Funding Source Identification**

- Catalog of Federal – Domestic Assistance (CFDA) ([www.cfda.gov](http://www.cfda.gov))
- InfoEd: Smarts/Genius
- Community of Science (COS)

Allows you to enter your personal profile and receive grants opportunities at your desktop daily.

---

**The Grant Writing Process**

[Diagram of the grant writing process showing steps like Identify needs and focus, Find prequalified grants, Develop general proposal and budget, Submit letter of inquiry, Receive request for formal application, Prepare specific proposal, Submit proposal before deadline, File reports with funding agencies, Carry out project, Accept or decline award(s), Negotiate multiple awards, Receive award letter(s), Agency reviews proposal.]
Getting Started

- Begin Early
- Apply early and often
- Answer all questions
- If rejected
  - Request the reviewers comments
  - Apply again

Before you start writing

- Identify your needs
- The focus of your research or program
  - What is the topic
  - Why is it important
  - What are your methods
    - quantitative? qualitative? both?
You Must Determine...

- If your objectives and the agency’s objectives match
- If your organization eligible to apply
- Does the agency award grants in the amount you are seeking

You Must Determine...

- How you go about applying
- What criteria will be used in evaluating your proposal, &
- What the deadlines are for submitting an application
Major Types of Proposals...

The Letter Proposal

- Used by most foundations

- Very brief description of the request. Some foundations will ask for a full proposal if they are interested after reviewing the letter proposal
The Full Proposal

- A major document including a detailed project description, budget and implementation plan.
- The funding organization will usually provide detailed instructions for proposal preparation and submission.

A Typical Proposal Format...

- Keeping in mind that each agency will have slightly different requirements!
Organizing Your Proposal

- Cover Page
- Abstract
- Introduction
- Project Narrative
- Personnel
- Budget and Budget Justification
- Appendices

Cover Page

- Title of the project
- Name of principal investigator(s)
- Institutional affiliation of applicant
- Name and address of funding agency
- Contacts at the agency
- Authorizing personnel signatures(s) from the institution
Executive Summary/Abstract

- Summarizes the contents in a concise manner.
- Write the abstract last.
- Do not underestimate the importance of the abstract to the reviewers who may rely on it in evaluating the proposed project.

Introduction

- Give a “needs statement”
- Why is this project or research necessary
  1. include statistics
  2. examples
**Project Narrative**

- The main body of the proposal lays out exactly what you plan to do and how you plan to do it.
- It is important that you do not make any unsupported assumptions.

---

**The Project Narrative**

- Goals & Objectives
- Project Design/Methodology
- Impact or Anticipated Results or Outcomes
The Project Narrative:

- Proposed Time Frame/Implementation Plan
- Evaluation Plan
- Key Personnel & Organizational Capacity
- Project Continuation Plan/ Sustainability

Budget

- Most agencies will have a predetermined budget format.
- The budget should directly relate to the project description.
- Under budgeting can be tempting when you are trying to get a project approved but, “Be careful what you ask for, you just might get it!”
Budget Justification & Cost Sharing/Matching

- This assists the reviewers in determining that budget figures are realistic and accurate estimates of costs.
- Cost sharing is required by many funders, however your share does not always have to be in cash. “In-kind” matching is comfortable for most funders today.

Budgeting Strategies

- The budget must be:
  - Justifiable
  - Allowable
  - Reasonable
  - Allocable
  - Necessary
Budget Summary

PERSONNEL:

- Staff Positions: $64,000
- Coordinator: $66,400
- Supervisor: $68,800
  Subtotal: $199,200
- Fringe: $45,816
- Total personnel: $245,016

Budget

Equipment:

- Spectrometer: $240,500
- Computers(3): 20,000
- Total equipment: $260,500

Travel:

- Mandatory Conf. (2): 5,000
- Student Travel: 2,000

Total travel: $7,000
Budget

- Sub-contractor: $25,000
- Consultant (evaluator): $25,000
  Total: $50,000

Total: $302,016
Indirect Cost: $101,592

Grand Total: $403,608

Avoid “Padding” the Budget

- Reviewers will know appropriate costs for items and reasonable rates for consultants
When Requesting Equipment...

- Many funders require a significant match.

- Always allow for service contracts on equipment
  - e.g. facsimile machines, copiers, computers, etc.

Be Professional In Every Aspect of Proposal Preparation:

- Use tables and charts to illustrate information

- Use spreadsheets to produce budgets

- Create timelines for the implementation of the project
Electronic Proposal Submission

Kendra Cardwell
Assistant Director

Submission Portals (Most Used)

- Grants.gov
- Fastlane (National Science Foundation)
Grants.gov

- Download the PureEdge Viewer
- Download Adobe Reader (7.0.9)

(Contact the IT department and have them download the software if you do not have administrative rights on your computer.)

Grants.gov

- Apply for grants
  - Click on Download a Grant Application Package
  - Locate the appropriate package by searching using the CFDA Number or Funding Opportunity Number.
  - Download the package to your desktop computer.
Grants.gov

- Keep in mind each grant application is different and will require different forms depending on what the funding agency request.
- Follow the instructions given in the Request for Proposals (RFP)/Program Announcement (PA) in conjunction with the application package.

Grants.gov

- Once completed submit the application package (and the Internal Processing Forms) to the OSRP.
- An Authorized Organization Representative (AOR) will submit your application after review.
Grants.gov (TIPS)

- Check the:
  - DUNS #
  - Employer ID #
  - Credentials (NIH/Commons)
  - Email Addresses
  - Research Plan

Fastlane

- You must be registered by a Research Administrator.
- Once registered you will have access to the Proposals, Awards and Status section of the portal.
- Create your proposal within the website and give the OSRP office access to it once completed.
The Agency Review Process

- Federal Agencies use peer review panels.
- Foundations rely upon the opinions of their Boards.
- Some agencies will provide a staff review of your proposal if you can submit a draft well ahead of the deadline.

Tips for Getting Started

- Do it now!

- Prioritize your projects
  - A successful project is built upon innovative ideas, qualified individuals, and organizational/municipal capacity to conduct the project.
**Tips for Getting Started**

- Obtain the guidelines & read them carefully.
- Remember, time is money!

**Tips for Project Design**

- Carefully define the need to be addressed
  - Give a “needs assessment”
- Define the solution carefully and relate it to the identified need (s)
- Plan the project in detail
Tips for Proposal Preparation

- Start early
- Establish contact with the agency
- Strive for Clarity
- Be positive in your writing style

Tips for Proposal Preparation

- Your presentation must be persuasive
- Carefully prepare the budget
- Meet the deadline
- Don’t give up!
And finally...

Don’t Give Up!

- More than 50% of submissions result in a rejection.
  - Not because projects were not worthy -- but primarily because money is tight.

- Request the reviewers’ comments.
- Request copies of winning proposals.
- Funding levels increase to 70% for resubmissions!!
Institutional Review Board

Protection of Human Subjects in Research

› Federal Mandate

› Meets Once Per Month

› Six Member Committee