# ELEMENTS OF SUCCESSFUL PROPOSALS

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# Topics covered

- Where to find Grant announcements
- How to develop and write a grant proposal
- How to increase chances of success
- UF procedures for submitting a grant

# **Finding Funding**

‣ What activity needs support?

Research, dissertation support, organize a conference, travel to conferences, equipment…………

‣ Develop key words

‣ Search Databases

‣ Sign up for email alerts

# FINDING FUNDING

- Your Department & College
- Professional Organizations
- External Sources such as Federal Gov't., Foundations & Associations

# FINDING FUNDING: WHERE TO LOOK

http://research.ufl.edu/faculty_and_staff/program-development.html

- Online Funding Databases
  - COS-PIVOT

    http://research.ufl.edu/research-program-development/cos-pivot-funding.html

  - GrantsNet www.GrantsNet.org

  - Private Foundations www.foundationcenter.org

  - Free Email Alerts from Funding Agencies
    www.Grants.gov

  - Illinois Researcher Information Service (IRIS) – available on the UF Libraries website
    http://iris.library.uiuc.edu/~iris/search.html

- Office of Research Funding Opportunities Webpage
  http://my.research.ufl.edu/applications/fundingopportunities/opportunities.aspx

# SIGNING UP FOR COS-PIVOT

- Pivot.cos.com
- Set up your account
- Claim your profile
- Set up funding alerts – they are delivered to your mail box once a week

http://research.ufl.edu/research-program-development/cos-pivot-funding.html

**Home**  **Funding**  **Profiles**  **Support**  **Admin**

🔍 **Search** - for funding or scholars

## Top Picks from the Editorial team

04/02/2012 - 04/13/2012  📶

### Hand picked new and updated awards from around the world.

Pivot is the most comprehensive source of funding information available on the Web.

**DOJ Supports Mentoring Enhancement Demonstration Programs**

📄 ... The United States Department of Justice (DOJ) offer..

**ETA Solicits Applications for Services to Adult and Youth Ex-Offenders**

📄 ... The Employment and Training Administration (ETA) ha..

**NC3Rs and EPSRC Launch Joint Call for Research Proposals on Mathematical Modeling in Toxicology**

📄 ... The National Centre for the Replacement, Refinement..

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| | |
|---|---|
| ▶ **Health Science Funding News** | 4 Opps |
| ▶ **Humanities and Social Science Funding News** | 5 Opps |
| ▶ **Most Popular** | 10 Opps |

**Search** for funding opportunities

**By Text**    By Sponsor

Search by text    **GO**

**Advanced Search**   **Search Tips**

**Your details**

- **Active opps**
- **Tracked opps**
- **Saved searches**
- **Opps you shared**
- **Opps shared with you**

**You Tube** Pivot Channel

# Office of Research Funding Opportunities Webpage

- http://my.research.ufl.edu/applications/fundingopportunities/opportunities.aspx
- Refreshed weekly
- Provides a listing and synopsis of funding opportunities – federal, state and foundation mostly for faculty, and for post-docs
- Used to disseminate information regarding policy changes affecting research (eg. ERA)
- Announce various internal competitions
- Call for collaborators

> Applications

Funding Opportunities
Search
Deadlines
Opportunities
Awards
Mail Log
Awards Search
NOA
Proposals
Mail Log
IRB
HealthStreet Approved Studies

You must be in Edit Mode to enter content, and then you can use the Module Action Menu or Module Action Buttons to manage content

# Funding Opportunities

You are currently viewing funding opportunities posted in the last week. The selector below will allow you to include more opportunities. Click on the arrow to the left of a category to expand that category, and use the page numbers at the bottom of each expanded category to see older opportunities.

To receive weekly email alerts when new funding opportunities have been posted on the website, email the Program Development Office at programdevelopment@research.ufl.edu.

Useful Links:

Upcoming Deadlines                          Upcoming Limited Application Program Deadlines

Search All Funding Opportunities          Other Funding Resources

◉ 1 Week    ○ 2 Weeks    ○ 4 Weeks    ○ 6 Weeks    ○ Year

☐ Expand All
Rows: 10 per page  ▾

| | | Type |
|---|---|---|

## Special Announcements

| Sponsor | Title | Deadline | Date of Posting |
|---|---|---|---|
| Florida Climate Institute | Expanded Florida Climate Institute to be Led by UF on November 2 | | 9/14/2012 |
| UF Center for the Humanities and the Public Sphere, CLAS Dean's Office, and UF Office of Research | Webinar: Applying for the International Dissertation Research Fellowship (IDRF) | | 9/14/2012 |
| Gainesville Area Innovation Network (GAIN) | GAIN Meeting to Be Held September 26 | | 9/14/2012 |
| | This Week's Energy Grant Opportunities | | 9/14/2012 |
| | This Week's Faculty Prizes | | 9/14/2012 |
| | This Week's Interdisciplinary Grant Opportunities | | 9/14/2012 |
| | This Week's International Grant Opportunities | | 9/14/2012 |
| | This Week's Postdoctoral Grant Opportunities | | 9/14/2012 |

## Limited Applications

| | Sponsor | Title | Deadline | Date of Posting |
|---|---|---|---|---|
| → | NIH, NIDDK | Advancing Clinical Research in Primary Glomerular Diseases (UM1) | Oct 3 2012 | 9/14/2012 |

# SEARCHING THE DATABASES

- Make a list of keywords BEFORE you begin to search
- Start with a BROAD term ("environment")
- Limit with additional terms ("education")
- Search by COUNTRY or REGION for International Projects
- Search for the TYPE of funding you need,
- Remember:  Non-scientist editors often compose the database entries
- Using a very specific keyword may not produce results

# Searching the Databases

- Repeated negative results mean your search is probably too narrow
- Review/Evaluate your "hits" – these are the sources that look the most promising
  - Good match between you and the funder?
  - Restrictions? (geographic; eligibility)
  - $$ amount available (+ or – what you need?)
  - Deadline for response – can you make it?

# Getting Started

- Identify potential sponsors
    - Subscribe to funding alert email services
    - Funding searches
- Make a calendar of upcoming submission deadlines – DON'T MISS THE OPPORTUNITY!!
- Compile background on sponsors - find the agencies that fit your needs
    - What does the agency want to fund? What is their process?
    - Check their website, recent grant awards, annual reports, talk to the program officer
- Questions to consider:
    - Are you or UF eligible to apply?
    - Will they fund what you need? Average award amount? Cost-sharing?
    - Can you meet the deadline?
- Talk to funded colleagues
- Apply for internal or small grants
- Partner with successful PI
- Volunteer to review proposals
- Revise & resubmit

# Identifying a Sponsor

FIND THE AGENCY THAT FITS YOUR NEEDS!

> Resources at UF
> - Research Program Development
> - Foundation Relations
> - Online resources

Use these resources to find out what an agency WANTS to fund

Remember - you are helping the agency fulfill ITS mission

Contact the agency (program officer) and listen carefully!

(*Send them an overview of your program – the White paper*)

# Points to ponder before writing your White Paper

*"A proposal succeeds because there is congruence of their ideas and our priorities. We are looking for unusual ways to solve problems." (Norman Brown)*

- What is the funding agency's agenda?
- What does the agency WANT to fund?
- Speak to the Program Officer
- How does your area of expertise help them fulfill THEIR mission?
- Bottom line – is this the best sponsor for your work?

# What is a grant?

# Grants vs. Contracts

○ Grants give you money to carry out work knowing that the results are unpredictable.

○ They are 'relatively unrestricted' in their specification of what funds can be used for

○ Annual reporting is required

○ Contracts have more conditions and stipulations attached and usually have timelines for deliverables

○ Contracts can be either for services rendered, or for deliverables

○ Contracts are negotiated by with the sponsor by DSR only

# What a grant proposal is .....

- **a sales document**

# What a grant proposal isn't........

- a comprehensive review of the literature
- a report suitable for journal publication
- a place to express your personal philosophies or political convictions

# SUCCESS

- The MOST important – YOUR IDEA (**CREATE A NICHE**)!

- The **TIME** you dedicate to your idea

- **Your proposal-writing skills** Are ACQUIRED (no one is born with it!)

- REALITY: a creative, well-trained person can acquire grant-writing skills and be extremely successful

# SUCCESS

- Start EARLY!!!!!!
- Find a mentor
- BE PERSISTENT! (Write as many grants as you can!)

- WORK WITH THE PROGRAM OFFICERS AT THE FUNDING AGENCIES

# <u>BEFORE</u> you write the proposal !!!!

- Read the Program Announcement/agency guidelines.
- Formatting – font size, margins, line spacing
- Page limits – absolutely enforced
- Attachments – only send what is requested
- <u>Budget</u> – determine floor and ceiling; how many will be funded
- Read the <u>review criteria</u> – some programs have special emphases for review
- Note the <u>deadlines</u>:

      Letter of Intent

      Proposal submission date

- Set your self a time line – plan to finish at least 10 days before the proposal is due at the agency

# The proposal ...........

○ Remember – your language must be simple – reviewers should not have to reread to understand.

○ Make the grant reviewer friendly

Use graphs and tables
Leave spaces between lines

Use formatting (underline, italics, bold font) not only to emphasize key points, but also to maintain continuity and flow.

○ Write as if you are writing an article for the newspaper

# Anatomy of a Grant

○ Abstract/Summary
○ Significance
○ Review of literature
○ Specific Aims of this proposal
○ Research Plan (Rationale, protocols, expected
    outcomes)
○ Alternative hypotheses, approaches **
○ Benefits of the proposed work
○ Resources

○ Broader Impacts

# Abstract/Summary

- This is the FIRST look a reviewer has of your grant
- This is what most members of a review panel will read
- Has to be succinct – avoid jargon
- Is a condensed precis of your proposal – providing all the high points
- In a step-wise logical manner mention the significance, key specific aims, research plan and expected outcomes
- There will be space/word limits
- Remember – with a federal agency, this can become part of the public domain!

# Significance

○ The significance must be relevant to the mission of the funding agency
○ Is probably the most important paragraph in your proposal
○ Start by identifying the gap in existing knowledge base
○ How does your proposed work fill that gap?
○ What will be the long term benefit of your work?

# Review of literature

o Does not have to be a completely exhaustive review

o Provide a <u>critical</u> review of the <u>relevant</u> work

o Identify the gap in the existing knowledge in the field

o Introduce what your contribution can be

o What makes you the best suited to do this work?

# Resources

○ Do NOT gloss over this section

○ Emphasize institutional commitment (space, equipment, release time)

○ Intellectual resources: other colleagues doing complementary work – will they be co-investigators on your proposal?

○Resource document available at
http://research.ufl.edu/research-program-development/research_program_development_docs/UF_Resources.pdf

# Developing a Budget

- Be reasonable – you don't have to ask for the maximum allowed
- Read the guidelines to determine what a particular program will pay for
- Provide complete justification for your request
- Agencies will often cut your budget – sometimes due to financial constraints, but more often if the request is not justified adequately

# Broader Impact

○ This is an NSF requirement
○ http://www.nsf.gov/pubs/2004/nsf042/bicexamples.pdf
○ Most faculty have difficulty with this section
○ The activity you propose has to be an integral part of your application – and not a stand alone entity.
○ It cannot be put in just to satisfy the requirement
○ Try to generate an activity that is creative
○ CPET – Center for Precollegiate Education and Training. http://www.cpet.ufl.edu/
  Director - Dr. Koroly
○ Resource document available at
http://research.ufl.edu/research-program-development/research_program_development_docs/Broader_Impacts.pdf

# Preparing Center Proposals

- Recruit the best talent possible: not about working with your friends. The science wins the grant.
- In most cases HAS to be interdisciplinary.
- Partnerships have to be genuine – not for convenience
- Diversity in the center team has to be maintained
- Every aspect of the center has to be thoroughly thought out: management, education/outreach, knowledge transfer
- Institutional Support/cost sharing
- IDCs returned

# Preparing Center Proposals

- Research Program Development: Research Program Development: as your grant coordinator(s) http://research.ufl.edu/research-program-development.html
- supports multiple-investigator proposals over $1 million
- There is no charge to departments or colleges for our services.
- Services include:
  - Consultation on proposal strategy
  - Project team meeting/facilitation to clarify project goals, implementation plans, and budget
  - Management of proposal schedule and communications
  - Identification of additional faculty expertise and resources

# Preparing Center Proposals

- Planning and writing non-technical portions of the proposal (e.g., diversity, management, broader impacts)
- Generating draft versions of the proposal, editing, formatting, graphic art
- Acquisition of institutional data
- Collection and formatting of CVs, current and pending support forms and other information required from each participating researcher
- Drafting of letters of support/commitment for UF and partner organization officials
- Arranging for external/internal review prior to submission
- WebEx

# UF Procedures for Grant Submission

# ROUTING A PROPOSAL AT UF

- DSR needs to sign off on your proposal – budget and commitments of resources (cost sharing) are particularly focused on

- Route proposal to DSR <u>after</u> obtaining signatures from your Department Chair and Dean

- Submit the proposal to DSR at least 5 working days before the deadline.

# DSR Pre-Award Office
## *UFPROPOSALS@UFL.EDU*

- Budget development assistance
- Review, sign and send proposals to the funding agency
- Contract negotiation
- **Electronic proposal submission**
- **Indirect Costs**
- Institutional Review Board
- Animal Care and Use

# DSR Post-Award Office
## *UFAWARDS@UFL.EDU*

- Receives award notices from agencies
- Generates internal Notice of Award Acceptance to campus accounting offices
- Reviews, interprets award regulations
- Negotiates subcontracts to awards
- Approves no-cost extensions
- Close-out transactions & reports