



# Grant Writing

Faculty Research Orientation

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# Idea First or Opportunity First?

- Idea

- Have an idea for a project
- Find funding source to match idea

OR

- Opportunity

- Find funding opportunity
- Develop project in response to opportunity



# Funding and Request for Proposals

- Identify appropriate funding agency and program.
  - Locate a Sponsor
    - Community of Science
      - [www.cos.com](http://www.cos.com)
    - Agency Web Pages
    - Electronic newsletters or alerts

# Step 1 - Before You Write

- Identify appropriate funding agency and program
  - Locate sponsor
    - Agency news alerts
      - NSF Custom News Service: [www.nsf.gov/home/cns/](http://www.nsf.gov/home/cns/)
      - U. S. Department of Education: [www.ed.gov](http://www.ed.gov)
        - Grants and contracts – Subscribe to ED newsletters

# Step 1 - Before You Write

- Identify appropriate funding agency and program
  - Locate sponsor
    - Foundation Opportunities
      - Foundation Center
        - [www.fdncenter.org](http://www.fdncenter.org)

# Important Sponsor Information

- Purpose of program
- Priorities of program
- Eligibility requirements
- Funding mechanism
  - Grant
  - Contract
  - Cooperative Agreement
- Cognizant Program Officer

# Important Sponsor Information

- Total funds available
- Projected number of awards
- Cost sharing requirements
- Evaluation criteria for review process
- Review process mechanism
  - Peer review
  - Agency review

# Important Sponsor Information

- Preproposal/letter of intent
  - Required or suggested
  - Deadline
- Deadline for submission (local time?)
- Deadline for review completion
- Sponsor's award history
  - Who has received funding for what types of activities
  - Funding range

# Contact with agency

- Prepare a concept paper with the general plan for project
- Contact appropriate program officer
  - Set time for telephone appointment or
  - Schedule a visit
  - Send copy of concept paper prior to appointment

# Contact with Agency

- Listen carefully and take notes during the appointment
- Take only as much time as necessary (A program officer's time is valuable.)

# Step 1 – Before You Write

- Getting started
  - Have a clear idea of the goals of your project
  - Envision improvements your project will make
  - Identify resources necessary (people, time, equipment, technical support)
  - Identify preliminary work which demonstrates planning and commitment

# Step 1 - Before You Write

- Assemble team
  - Determine areas of expertise needed
  - Assign areas of responsibility
  - Consider personalities
  - Develop clear understanding of the role of each team member on the project

# Step 1 - Before You Write

- Other considerations
  - Organize a good working team
  - Develop schedule of activities to meet proposal deadline
  - Allow time for review of proposal by a third party
  - Allow time for obtaining internal approval and external commitment and permission letters

# Preproposal

- Preproposal required for some programs or agencies
- Prepare preproposal carefully
- Include all components of full proposal if possible

## Step 2 -Writing the Proposal

- Incorporate preproposal reviewers' suggestions into the full proposal
- Follow guidelines carefully in content and length
- Pay attention to details
- Know current research and funded projects in the field and related areas

# Step 2 -Writing the Proposal

- Proposal narrative
  - Be specific about proposed activities
  - Demonstrate a broad knowledge of current scholarship and activities in your field and relevance to project design

## Step 2 -Writing the Proposal

- Proposal Narrative

- Principal investigator(s) should write narrative
- Show timeline
- Provide examples that illustrate activities or exercises
- Provide evidence of institutionalizing project beyond funding period

# Step 2 -Writing the Proposal

- Budget Information

- Make request for funds realistic and reflective of project goals
- Provide complete and unambiguous information
- Do not include ineligible items
- Give adequate attention to cost sharing

## Step 2 -Writing the Proposal

- Dissemination

- Describe how information on success and content of project will be disseminated to other scientists and educators
  - Web page is not sufficient.
- For instructional materials, include information on potential publication

## Step 2 -Writing the Proposal

- Letters of Commitment
  - Must show commitment, not just support for idea
  - Detail specific contributions by supporting institutions
  - Letters from appropriate people or groups off campus should be included
  - Write draft letter that can be edited and transferred to appropriate letterhead

# Step 2 -Writing the Proposal

- Project summary
  - Important first impression of project
  - Must be written clearly and concisely
  - Summary must contain, in space allotted,
    - Problem
    - Objectives and expected outcomes
    - Project activities
    - Audience to be addressed

## Step 2 -Writing the Proposal

- Project summary (continued)
  - For NSF, summary MUST address (or will be returned without review)
    - Intellectual Merit
    - Broader Impacts

## Step 3 - Before Submitting

- Determine the review process
  - Criteria for evaluation
  - Panel composition
- Criteria for NSF Evaluation
  - Intellectual Merit
  - Broader Impacts

## Step 3 - Before Submitting

- Get advice
  - Ask someone who has served on a review panel to assess the proposal
  - Have someone unfamiliar with the project to review the proposal
- Proof carefully
  - Read and re-read

# What If You Are Funded?

- Read the award letter carefully
  - Pay attention to requirements for continuation funding or renewal
- Conduct the project as closely to the stated proposal as possible
- Consult program officer about changes
- Produce - your reputation for future funding depends on it

# What If You Are Not Funded?

- Do not be discouraged if not funded on the first submission
- Study reviewers' comments carefully
- Consult with program officer
- Resubmit after discussions with program officer about reviewers' comments

# References

- NSF publication- *A Guide for Proposal Writing* (NSF 04-23)
  - [www.nsf.gov](http://www.nsf.gov) - Search NSF Web for NSF 04-23
- *NSF's Step-by-Step Guide for Prospective Principal Investigators*
  - [www.nsf.gov/home/programs/guide.htm](http://www.nsf.gov/home/programs/guide.htm)

The logo for EPSCoR (Experimental Program to Stimulate Competitive Research) features the acronym 'EPSCoR' in a bold, blue, sans-serif font. A blue swoosh or arc is positioned above the letters, starting from the left and curving over the 'P' and 'S'.

# EPSCoR In Mississippi

Mississippi is one of 25 states, one territory, and the Virgin Islands earning competitive funding in this federal program. Experimental Program to Stimulate Competitive Research (EPSCoR) is designed to enhance science and engineering education, research, and technical capabilities of states that have traditionally received smaller amounts of federal research and development funds. Through the program, states such as Mississippi are building stronger bases in scientific education and technology transfer

The logo for EPSCoR States features the text "EPSCoR" in a bold, blue, sans-serif font. A blue swoosh underline starts under the 'E', goes over the 'P', 'S', and 'C', and ends under the 'R'. To the right of "EPSCoR" is the word "States" in a larger, black, sans-serif font.

# EPSCoR States

- Alabama
- Alaska
- Arkansas
- Delaware
- Hawaii
- Idaho
- Kansas
- Kentucky
- Louisiana
- Maine
- Mississippi
- Montana
- Nebraska
- Nevada
- New Hampshire
- New Mexico
- North Dakota
- Oklahoma
- Puerto Rico
- Rhode Island
- South Carolina
- South Dakota
- Tennessee
- Vermont
- Virgin Islands
- West Virginia
- Wyoming

The logo for EPSCoR (Engineering and Professional Society for Co-Research) features the letters "EPSCoR" in a bold, blue, sans-serif font. A blue swoosh or arc is positioned above the letters, starting from the left and curving over the "P" and "S".

# EPSCoR Co-Funding

- DOD-DEPSCoR
- DOE-EPSCoR
- NIH-IDEA-COBRE
- EPA-EPSCoR
- Department of Commerce-EPSCoT
- U.S. Department of Agriculture-EPSCoR
- NASA-EPSCoR

# Contact Information

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