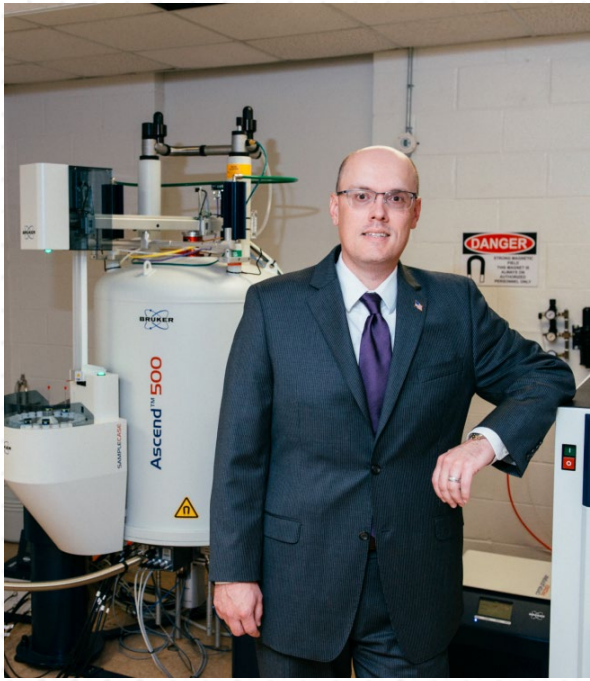
Research 101 Workshop:

Best Practices in Proposal Development



Research 101 Workshop

Best Practices in Proposal Development

Topics to be Covered

- Know the funder and understand the process
- Understand the importance of the solicitation
- Develop a realistic timeline
- Talk to the program officer
- Take advantage of available resources
- Identify key aspects of budget development
- Understand the significance of budget justification
- OoR staff PreAward contacts

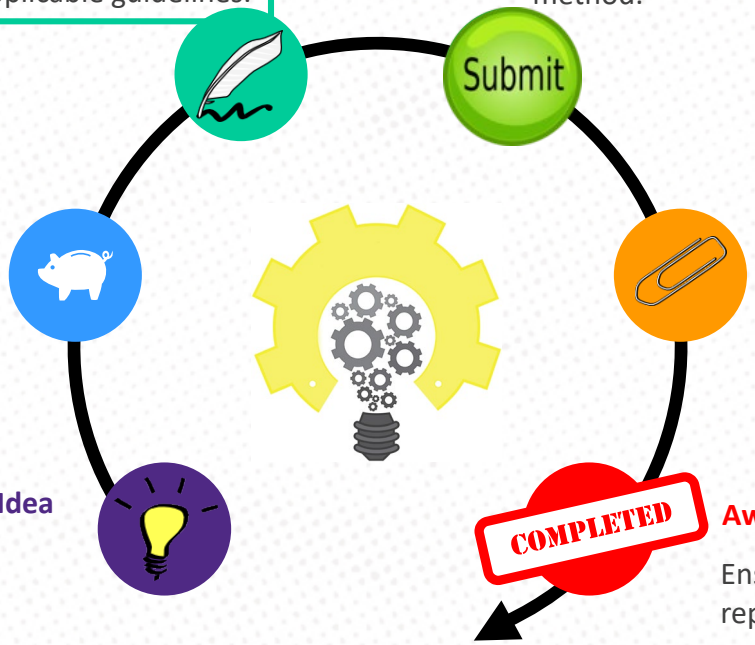
Life Cycle of a Sponsored Project

Develop Proposal

Put together competitive proposal that meets all applicable guidelines.

Submit Proposal

Submit proposal in a timely manner through the required method.



Identify Funding Source

Utilize SPIN, Grants.gov, and other resources.

Manage Award

If funded, the project should be implemented according to award documents and complying with all applicable guidelines.

Project Idea

Award Close-out

Ensure that all required reports are completed and applicable closing procedures are followed.

Getting to know the funder

- At a basic level, you need to understand:
  - What are the funding priorities of the agency?
  - Who/what do they fund?
  - What process (e.g. ad hoc review, panel review, etc.) is used to evaluate proposals?

- A good way to learn about an agency is to serve on a review panel.

Solicitation

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

HRSA
Health Resources & Services Administration

Bureau of Health Workforce
Division of Health Careers and Financial Support

Scholarships for Disadvantaged Students:

Funding Opportunity Number: HRSA-20-006
Funding Opportunity Type: New and Competing Continuation

Assistance Listings (CFDA) Number 93.925

NOTICE OF FUNDING OPPORTUNITY

Fiscal Year 2020

Application Due Date: March 3, 2020

Ensure your SAM.gov and Grants.gov registrations and passwords are current immediate
HRSA will not approve deadline extensions for lack of registration.
Registration in all systems, including SAM.gov and Grants.gov,
may take up to 1 month to complete.

Issuance Date: January 3, 2020

Denise Sorrell
Senior Public Health Analyst
Division of Health Careers and Financial Support
Bureau of Health Workforce
Health Resources and Services Administration
5600 Fishers Lane, Room 15N-78
Telephone: (301) 443-2909
Email: SDSProgram@hrsa.gov

Authority: Section 737 of the Public Health Service Act (42 U.S.C. § 293a)

Major Research Instrumentation Program: (MRI)
Instrument Acquisition or Development

PROGRAM SOLICITATION
NSF 18-513

REPLACES DOCUMENT(S):
NSF 15-504

National Science Foundation
Office of Integrative Activities
Directorate for Biological Sciences
Directorate for Computer & Information Science & Engineering
Directorate for Education & Human Resources
Directorate for Engineering
Directorate for Geosciences
Directorate for Mathematical & Physical Sciences
Directorate for Social, Behavioral & Economic Sciences

Submission Window Date(s) (due by 5 p.m. submitter's local time):

January 29, 2018 - February 05, 2018
January 01, 2019 - January 22, 2019
January 1 - January 19, Annually Thereafter

IMPORTANT INFORMATION AND REVISION NOTES

The number of MRI proposal submissions allowed per institution continues to be a maximum of three, but is now based on the dollar value of the requested from NSF; no more than two submissions are permitted in a newly-defined Track 1 (Track 1 proposals are those requesting from NSF less than $1 million) and no more than one submission is permitted in a newly defined Track 2 (Track 2 proposals are those requesting from NSF to and including $4 million). Proposal submissions within the two tracks may be either for acquisition or development of a research instrument. NS values MRI proposals that seek to develop next-generation research instruments that open new frontiers of research. As a result the MRI program support development proposals in numbers (i.e., up to 1/3 of awards) consistent with recent competitions, depending on the numbers and quality o proposals.

Emphasis has been provided to indicate that the MRI Program seeks broad representation by PIs in its award portfolio, including women, underrepn minorities and persons with disabilities. Since diversity may be greater among early-career researchers, the MRI program also encourages proposal career PIs and proposals that benefit early-career researchers.

MRI proposal submission will only be accepted within the specified submission window. It is NSF's policy that the end date of a submission window co and is subject to, the same policies as a deadline date.

Information regarding collaborators and other affiliations must be separately provided as a *Single Copy Document* for each individual identified as Senic Personnel, consistent with the NSF Proposal and Award Policies and Procedures Guide (PAPPG).

Statements have been added to emphasize that an MRI research instrument need not be physically located in a conventional laboratory setting, nor does an instrument need to be *physical* at all. MRI continues to support distributed/networked instruments and cyberinstrumentation that is not appropriate for support through other NSF programs.

[1]Track 1 proposals requesting funds from NSF less than $100,000 will be accepted only from: a) eligible performing organizations requesting instrumentation supporting research in the disciplines of mathematics or social, behavioral and economic sciences; or b) non-Ph.D.-granting institutions of higher education requesting instrumentation supporting research in any NSF-supported disciplines.

Any proposal submitted in response to this solicitation should be submitted in accordance with the revised *NSF Proposal & Award Policies & Procedures Guide* (PAPPG) (NSF 18-1), which is effective for proposals submitted, or due, on or after January 29, 2018.

USAID
FROM THE AMERICAN PEOPLE

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT

ANNOUNCEMENT

CALL FOR CONCEPT NOTES

Bringing Research to Impact for Development, Global Engagement, and Utilization (BRIDGE-U)

UNDER EXISTING
SCIENCE, TECHNOLOGY, INNOVATION, and PARTNERSHIP ANNUAL PROGRAM STATEMENT (STIP APS)
APS No.: 7200AA18APS00003

This Funding Opportunity is an Addendum to an existing announcement. PLEASE NOTE that all interested organizations should carefully review both this Addendum AND the broader STIP APS announcement, which can be found at the following link: https://www.grants.gov/web/grants/view-opportunity.html?oppId=301213

Potential Applicants are advised that important information contained in the STIP APS Announcement is not repeated in this Addendum.

This program is authorized in accordance with Part 1 of the Foreign Assistance Act of 1961, as amended.

Through this Addendum to the 2019-2020 Science, Technology, Innovation, and Partnership (STIP) Annual Program Statement (APS) No. 7200AA18APS00003, the U.S. Agency for International Development's U.S. Global Development Lab (USAID/LAB) seeks to engage with local higher education institutions (HEIs) in USAID Partner Countries to promote effective utilization of existing research[1] outputs and help build the knowledge base around the research utilization process. USAID/LAB expects that activities under this Addendum will achieve three overarching objectives:

Solicitation

- Read carefully and make sure you (and any collaborators) understand the expectations
- Determine the funding priorities
- Look for information about who and what have previously been funded

Solicitation Con't

- Determine required documents: project description, biosketches, current and pending support, etc.
- Review budget guidelines – what costs are allowable?, are there any costs that are required?
- Develop a project description/narrative template based on the requirements in the solicitation
- Understand what review criteria will be used

Develop a realistic timeline

- Use proposal deadline as an endpoint and work backward to schedule tasks
- Allow time for multiple drafts of project description/narrative
- Allow time for colleagues (and Office of Research staff) to critique your draft

Contact the Program Officer

- Ideally this contact should take place several months before the proposal deadline.
- It should happen only after you have carefully read through the entire solicitation (more than once)
- This contact is to determine if your project idea is a good “fit” for their program
- Start with an email along with a one pager of your project idea.

Resources Available

- Research Development and Grant Writing News – monthly newsletter (https://www.tntech.edu/research/resources/index.php)
- Faculty Research Directory
- Expertise in the Office of Research
- Expertise in the Centers
- New Faculty Guide to Competing for Research Funding

Research Toolkit

- A research toolkit is available on the Office of Research website.
- The toolkit includes samples and templates for common proposal components, as well as information on the core facilities available at Tennessee Tech.
- This page is a work in progress, so please let us know if you think of something to be added.
- https://www.tntech.edu/research/resources/research-toolkit.php

Key Aspects of Budget Development

- Review RFP for budget restrictions and other key budget details.
- The budget comes from the statement of work- costs to achieve the activities listed.
- When preparing a budget, consider both direct and indirect costs.
- Ask for help if you aren’t sure!

Budget Justification

- Critically important –grant funding is a competitive situation – so go the extra mile!
- The justification is a written explanation of the items requested in the budget.
- Explain why items are essential in relation to the aims and methodology of the project as well as meeting the goals of the proposal.
- The more detail the better!

Common Budget Mistakes

- Salaries: only TTU personnel are listed in this category and their compensation must be tied to their institutional base salary.
- General Overhead Supplies: not allowed.
- Cost-share: cannot be voluntary.
- Indirect Costs Rate: this is non-negotiable. The institutions federal rate is to be used unless otherwise specified by the agency.

OoR Pre-Award Contacts

Amy Hill, Editor

- Provides editorial and graphics support.
- Submits proposal.
- Assists with review against solicitation

MK Karafonda, Director of Research Systems

- Serves as the primary point of contact
- Provides guidance on budget development

Questions

Upcoming Research 101 Workshops

- Subrecipient Monitoring
  - February 3, 2022
- Post-Award Management
  - February 24, 2022
- Responsible Conduct of Research
  - March 10, 2022