Institute for Research and Collaboration
Proposal
Development
Workshop
Pre-Award Activities

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Award – Administration of the Grant

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Routing/Notification  Signing Contracts  PI Responsibilities  Budget  Subsequent Changes  Forms
Post-Award Activities

Lynn Garner
Project Management

- Project Management Plan
- JSU Minimum Reporting Requirements
- Program Reporting
- Financial Reporting
Where to Start

- Research Experience
- Research Interest
- What else has to be done?
- Who do you know?
Sources of Funding

- Agency websites
  - Program announcements and solicitations

- Houston Cole Library
  - Commercial databases- fee based

- JSU online access to these resources is available at: Funding Sources
Contents of a PA or Solicitation

- Program overview/statement of need/abstract
- Eligibility
- Funds available/# of expected awards
- Preparation and submission requirements
- Award process
- Contact information
- [Grants.gov / Program Solicitation](https://grants.gov)
Notification of Intent to Develop Proposal

- Proposal Notice Form
Proposal Components

- Transmittal Letter
- Title Page
- Abstract
- Table of Contents
- Introduction
- Goals and Objectives
- Procedures
- Evaluation
- Facilities/Personnel
- References
- Appendices
- Budget
Transmittal Letter/
Letter of Intent

- Identify the investigator
- Identify special characteristics of the project
- Endorsement/support of the proposal by a higher level institutional official
Title Page

- Title
- Agency
- Institution name and address
- Investigators’ names
- Phone, fax, and/or e-mail for Investigators
- Proposed amount
- Proposed effective dates
- Signatures of Investigators and Authorized Institutional Representatives
Abstract

- Condensed summary
- 200-250 words
- Creates first impression
- Written last
Table of Contents

- Lists the major sections
- Helps reviewer locate information
- Provides comparison to agency guidelines
Introduction

• Statement of need

• Importance of conducting the project

• Literature review to demonstrate what has been done and what needs to be done
Goals/Objectives

- Statements of what you intend to do to solve the problem

- Each statement is tied to a need identified in the introduction
Procedures/Methods

- Contains the details of how to accomplish the objectives
- Contains a description of any collaborations
- Contains the timeline for conducting the work
Evaluation

- Explains how project success will be measured
- May involve comparisons showing data before and after project performance
- Should be tied to the objectives
- Might involve a third party expert
Budget

- Grantor Budget Form
  - These vary in length, scope and detail.
  - Be very mindful of the information requested

- Don’t wait until the last minute!
Facilities and Personnel

- Describes the resources available to the project
- Includes available equipment
- Describes qualifications of available personnel
References

• Identifies sources of research used in developing the proposal

• Indicates the Investigator is aware of the current work in the field

• Shows the past experience of the investigator and collaborators
Other Appendices Components

- Extra material to supplement the need for the work or identify facility quality
- Collaboration letters
- Vitae of personnel
- Watch for sponsor limitations
JSU Proposal Submission Authorization Process

- BA Form 42
Submission to the Sponsor

- Sponsor application packages/systems
- Organizational review and approval
- Provides comparison to agency guidelines
- Follow-up after submission
Evaluation and Revision

- Sponsor review procedures
- Reviewers comments
- Resubmission
Award – Administration of the Grant

- Routing / Notification
- Signing Contracts
- Budget Creation
- Subsequent Changes
- PI Responsibilities
- Forms
Post Award – Project Management

- Project Management Plan
- Program Reporting
- Financial Reporting
- JSU Minimum Reporting Requirements
Comments or Questions?