Grant-Writing Boot Camp

Are you ready to submit a grant?
Gain the tools to get started, apply, and submit proposals.

Learn to successfully submit grants, proposals and the pitfalls to avoid.

- New form and process for proposal development and submission.
Notice of Intent to Apply for Funding

What’s the Big Deal?

- DOE grant example - NNMC’s lack of awareness
- Administrative Awareness – Upper Management must know
- Operationally Viable – Do we have the space, time, and resources
- Fiscal Capability – Do we have the financial support
- Match Requirements - What is NNMC’s portion –Who, what, where, and How Much
- Sound Business Practice – Cost & Benefit Analysis

Grant-Writing Boot Camp 2015 A.G. Williams/Grant Application Process - Zeke Parra
Submit Notice of Intent to Apply for Funding

Academic – Office of the Provost – Academic Documents

NOTICE OF INTENT TO APPLY FOR FUNDING

INSTRUCTIONS

DATE SUBMITTED: Enter the date (mm/dd/yyyy) you submitted this notice for internal review and approval. APPLICATION DUE DATE: Enter the date (mm/dd/yyyy) the funding proposal and/or application packet is due to the funding source.

PROGRAM/COLLEGE/UNIT: This section shall identify the location(s) of the grant program(s) of the program; responsibilities, both organizational and administrative, to include program(s), college(s), and unit(s), with management and/or operational responsibilities for the proposed program.

COLLEGE CONTACT: This section shall identify the Grant Project Director, to include name, and telephone number.

FUNDING SOURCE: This section shall identify the source of the funding. If a federal grant, provide full agency name. If sub-grant, provide the name for both the federal agency and the state flow-through agency. Provide start and end dates.

FACILITY REQUIREMENTS: This section shall identify the location(s) of program facilities. Include the CTSU (if applicable), the program title of the grant, other names, acronyms, etc., by which the program is commonly referred to, amount of funding requested, match required, percentage of match required, both hard cash or in-kind (provide details), grant solicitation issued, number of years, number of grants, name of Grant Director, amount of funding requested, and type (programmatic, financial, statistically) of required reports to include frequency.

If research requires human or animal subjects, have IRB or IACUC Committee been notified, and a letter generated approving the grant for submission to a federal agency. A letter signed by Internal Review Board or IACUC Committee with approval must be obtained.

FACILITY REQUIREMENTS: This section shall provide any requirements for space:
• Ensure you have office space for staff and resources needed to see the project through.
• Important: Acquire or obtain the necessary initial commitments before proceeding.

GRANT SYNOPSIS: This section shall provide a synopsis, not to exceed one page, of the proposed program, to include what the program or project proposes to do, what it will accomplish, how it will be accomplished, and how it will be managed, monitored, and evaluated. Following are suggestions to help you develop this summary and eventually, your funding proposal:
• Clearly and specifically define the problem or need the program will address.
• Complete the “Grant RFP Review Form” and provide as an attachment.

SIGNATURES: This section shall identify the Grant submitter, signature of HR representative (if required), college Chair/Dean’s approval, and final approval from President/Provost or their designee to submit an application.

NOTICE OF INTENT TO APPLY FOR FUNDING

DATE SUBMITTED: 
      
APPLICATION DUE DATE: 
      
PROGRAM/COLLEGE/UNIT:  ... _________________________________________ 
                                            President/Provost/Or Designee
Reading the **RFP**

**Devil’s** in the Details!

- **Reading a CFDA Summary**
- **RTFQ!**
- **Deadline Management**

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Grant-Writing Boot Camp 2015 A.G. Williams
Avoiding the Top Mistakes Made in Writing Funding Proposals

Start Early!  Plan Ahead Times Wasting!
Most Common Mistakes

Proposal instructions/guidelines were not explicitly followed.

Proposed ideas do not fit the funding institution’s interests or priorities.
Avoiding the Top Mistakes Made in Writing Funding Proposals - Vanessa Anne Tan

Proposed idea/research is not creative/important enough

Idea will not result in sufficient new knowledge in the field

Research does not broadly impact a specified group or area of study
Elements of the Selection Criteria were left out or not fully addressed resulting in loss of points and falling below the funding threshold.

Avoiding the Top Mistakes Made in Writing Funding Proposals - Vanessa Anne Tan
Evaluation Plan failed to clearly delineate how the expected outcomes would be measured.
Purpose of a budget: To present all expenses required to achieve the project’s goals and objectives

- Cost-sharing, matching, in-kind
  - Should only be included when required by RFA/PA, or if institution wants to commit to provide these resources
  - Portion of total project costs not borne by the sponsor
  - Must be verifiable through documentation
- Fringe benefits
  - Calculated using the rate applicable to the actual total annual salary earned by an individual
# Budget Preparation

## Allowable Direct Costs
- Salaries & Benefits
- Equipment
- Travel
- Supplies
- Other Costs

## Allowable Indirect Cost Rate
- Negotiated Indirect Cost Rate Agreement with HHS 30%
- Stipends
- Other Contracts

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How-to-Prepare-and-Submit-Grant-Proposals Yue Xu
Final Check On Grant Application Before Submitting

- Review the narrative to ensure alignment with RFA.
- Review the budget for accuracy and completeness.
- Review application for errors and completeness.
- Finalize all application components.
- Compile complete application package.
- Send final copy of the application package to the Provost.
- Submit complete application to funder!!