Purpose: From RFP to Post Award

Share great tips and effective tactics that will help you in sponsored programs and research.

Top 5 Tips for Grant Writing, Budgets, and Getting Your Research Underway.
Proposal Writing and You

- Creating a superior proposal can be hectic and complicated
- We designed this workshop to give you our team tips for
  - Selling your expertise
  - Getting funding for your research idea or new program
1. Prepare and take your own best advice

- Don’t cram proposal writing
- Communicate early with collaborators
- Reach out to department chair and dean to let them know who you are writing to; how long is the timeframe; what is the call for, who will you be collaborating with; will you need any special resources
2. Write down important stuff

- Deadlines
- Job descriptions—hire unique consultants or utilize university personnel
- Gather information that may be needed later on...retention rate of department
- Think about how you can support staff through this proposal

Write Your Goals Down

If they’re not written down, they’re just dreams.
When you write things down, it sets off a chain of events that will change your life.
3. Relax, you’ve got this....

- Do the easy stuff first
- Write your proposal first
  - Communicate with collaborators on other projects that you are writing as PI on this project
- Concentrate on writing during your best time
- Set up meetings with your core team in advance
### Importance
- Treat the proposal as a sales presentation
- Emphasize benefits of your proposed project
- Prove that your plan will work—give firm evidence
- Reinforce your text with key staff resumes designed to satisfy the funder’s chief concerns

### Relevance
- Design front matter to stimulate interest
- Distinguish your approach and the uniqueness of the institution
- Use graphics to convey your message quickly and dramatically

### Significance
- Show complete understanding of the funder’s need or interest
- Respond fully to all requirements—especially the funders’ areas of greatest concern
5. Telling your budget story
How much will the project really cost?

**SALARIES/WAGES:** How much time will the project take? How much support is required?

**MATERIALS & SUPPLIES?**

**OUTSIDE CONTRACTORS?**

**CONFERENCE COSTS?**

**OUTSIDE SERVICES?**

**TRAVEL COSTS?**

**INDIRECT COSTS?**

**EQUIPMENT REQUIRED?**

**OTHER COSTS?**
BUDGETS AND BUDGET NARRATIVES
FINAL CHECK

1. Review grant proposal requirements for:
   - Specific limitations
   - Allowable and unallowable costs
   - Format of budget and narrative - Grantors know what they want to see

2. Don’t deviate from specific proposal guidelines
   - Risk of a rejected proposal
   - May send back for revisions if you are lucky
Congratulations!! You’ve been awarded!

- Spread the good news!
- READ the agreement- May be required to send acceptance back to grantor within a specific timeframe.
- Calendar important deadlines: Reporting, Modifications, Extensions
- Monitor Program progress and goals
- Monitor Program expenses and costs
- Look out for communication from grantors (changes in requirements/ renewal application dates)
What else would you like to learn?

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Next Workshop

- Creating Budgets and Budget Justifications
- Writing the Narrative
- Finding Collaborators or Grant Opportunities
- Articulating your Research Program
- More Quick Tips Related to Coppin
Extra slides
6. Create a Starting Ritual

- Experiment with times/frequencies
- Find a way to get started
- Get support
- Analyze—give it a shot for a few weeks, reflect on the process, change it up