

RESOURCES THAT WILL ASSIST YOU BEFORE, DURING, AND AFTER THE GRANT ACQUISITION PROCESS

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Steps in Obtaining Sponsored Program Funding

1. Develop the idea
2. Select an appropriate funding agency
5. Make pre-proposal contacts
7. Write proposal
8. Obtain institutional approval
9. Submit proposal to agency
10. When project is funded - conduct project with assistance from OSP and GCA
11. If project is not funded - request reviews, revise & resubmit

1. Develop the Idea

- ⦿ Network within the University
- ⦿ Use your contacts outside of the University
- ⦿ Read abstracts of funded proposals
- ⦿ Refine the idea through conversations with peers, partners, program officers

A Good Idea?

- Is it Significant? Does it address an important problem? How will scientific knowledge be advanced?
- Is it Innovative? Does it build upon or expand the knowledge base? Is it capable of making a difference?
- Is it Understandable?

● National Institutes of Health/Tony Coelho

Standing Out

- ⦿ Remember that your idea and proposal will be competing with others.
- ⦿ What will the value of your work be to others inside and outside of the field?
- ⦿ What important questions will be addressed?
- ⦿ Can your idea be described as novel, collaborative, risky, or innovative?

2. Finding Funding

- ◎ Identify sources of support
 - Each funding source has a mission
 - Funding sources have different missions
 - Select those sources that meet your needs
- ◎ Apply to sources that in combination meet your research needs
 - Secure overlapping support

Finding Funding

- ◉ IRIS - Illinois Researcher Information Service

<http://www.library.illinois.edu/iris/>

- Search the entire database
- Subscribe to Alert Service for updates
- Subscribe to Expertise Service for potential collaborators

Finding Funding

- Grants Resource Center (GRC)

<http://www.aascu.org/grc/>

- User name: wiu
- Password: grants
- GRC Bulletin – every 2-3 days
- GRC Deadlines – each month
- Grant Search

Finding Funding

- ◉ Grants.gov to find federal grant programs
- ◉ Subscribe to agency listservs or news alert services
- ◉ Make contact with State of Illinois agencies – get to know those who make funding decisions in State agencies
- ◉ Network with your colleagues – find out who is funding their projects
- ◉ Seek out funders at professional conferences

Research.Grant.Opportunities Bulletin Board

◉ Welcome to Web-News
A Web-based News Reader **Search For:** Web-News v.1.6.3
by [Terence.Yim](#) Newsgroup: [Get New News](#) | [Compose](#) | [Expand All](#) | [Collapse All](#) | [RSS Feed](#) | [More Options](#). [Subject](#)
[Sender](#) [Date](#)

Zerhouni To End Tenure As Director Of NIH	Jill E Marshall	Wed, 11:12 am
Grants Bulletin for Sept. 23rd	Jill E Marshall	Wed, 09:07 am
IRIS Workshops Canceled	Jill E Marshall	Mon, 08:50 am
Grants Bulletin for Sept. 19th	Jill E Marshall	Mon, 08:11 am
Grants Bulletin for Sept. 12th	Jill E Marshall	Mon, 08:09 am
Enhancing NIH Peer Review	Jill E Marshall	Mon, 08:06 am
Grants Bulletin for Sept. 9th	Jill E Marshall	10-Sep-2008 08:37 am
NEH Summer Stipend Program - Reminder of Internal Deadline	Jill E Marshall	09-Sep-2008 08:23 am
Grants Bulletin for Sept. 5th	Jill E Marshall	08-Sep-2008 11:01 am
Grants Bulletin for Sept. 2nd	Jill E Marshall	03-Sep-2008 09:44 am
Grants Bulletin for August 29th	Jill E Marshall	02-Sep-2008 01:09 pm
OSP Fall Workshop Offerings	Jill E Marshall	28-Aug-2008 02:51 pm
Grants Bulletin for August 26th	Jill E Marshall	27-Aug-2008 09:11 am
New Grant Programs in Arts, Humanities, International	Jill E Marshall	26-Aug-2008 09:50 am
New Grant Programs in Education/Human & Community Dev.	Jill E Marshall	26-Aug-2008 09:49 am
New Grant Programs in Health/Mental Health	Jill E Marshall	26-Aug-2008 09:45 am
New Grant Programs in Science and Engineering	Jill E Marshall	26-Aug-2008 09:43 am
Grants Bulletin for August 22nd	Jill E Marshall	26-Aug-2008 08:31 am
Fall 2008 URC Internal Grants Competition Announced	Jill E Marshall	25-Aug-2008 02:12 pm

Finding Funding

- ◎ Start with internal grants:

- University Research Council
- Summer Stipend Program

Understand the Agency's Mission

- #1 mistake made by inexperienced grant seekers

People who write grants for themselves

- You need to know what the funding agency's mission and interests are because they have the money!!

Types of Solicitations

- RFA – Request for Applications
- RFP – Request for Proposals
- RFQ – Request for Quotation

These contain the instructions for preparing a proposal. You must obtain a copy of the solicitation in order to prepare your proposal.

The RFP

- The Request for Proposals (RFP) may seem overwhelming but the effort to carefully read it will spell the difference between success and failure.
- If you don't understand something in the instructions, ask for help – from OSP or from a Program Officer.

Reading the RFP

- Read the RFP carefully, then read it again.
- Determine how well what you want to do aligns with what the funder is seeking.
- If the alignment isn't great, carefully assess the option of "stretching" or changing what you plan to do.
- Look carefully for specification of who must be involved.
- Watch for special qualifications of who must be involved.
- Know deadlines – don't push them; haste and stress lead to mistakes.

Reading the RFP

- ◉ Don't submit a hastily assemble proposal "just to get reviewer feedback".
- ◉ Make a plan that follows the RFP closely.
- ◉ Adhere to the RFP in detail and without exception.
- ◉ Pay particular attention to eligibility, award size, format, page length, font size, etc.
- ◉ How will my proposal stand out from the others?
- ◉ Who will my audience be?

◉ Nicole Bennett and Mel Druelinger, presentation on NSF TUES program/Thomas Baerwold, NSF presentation

3. Make Pre-proposal Contacts

- ⦿ Talk with your chair and dean
- ⦿ Contact WIU's Legislative Liaison, Dave Steelman, if approaching a state or federal legislator
- ⦿ Contact the Program Officer
- ⦿ Call a past grantee
- ⦿ Call a past reviewer
- ⦿ Contact potential partners/collaborators

Contacting a Program Officer

- Contact the PO early and often – they are there to help and want you to succeed. They are a very underutilized resource.
- Ask any question AFTER carefully reading the RFP.
- Role play or prepare a script ahead of time
- Start with an email and ask for a phone appointment
- Request to be a reviewer
- See sample questions

Benefits of Agency Contact

- Access to information not available in RFP
 - get “scoop” on what they are looking for; find out what NOT to do; ask what is the intent of the program
- Gain an understanding of the review process
 - will reviewers be experts in your field or from various disciplines
- Obtain referrals to other program officers
 - find other program officers who are better suited to discuss your project
- Get feedback on declined proposals
 - obtain extra insight on declined proposals and on other suitable funding programs

Use of Collaborators

- Secure collaborators for areas of research in which you lack experience and training.
- “Independent Researcher” does not mean that you are working in isolation.
- Don’t give the impression of being intellectually “isolated”.
- There are no competitors in science, there are only potential collaborators.

Use of Collaborators

- Network and form coalitions with scientists worldwide to:
 - Increase scientific knowledge base
 - Increase access to new technology
 - Gain access to established networks

Use of Collaborators

- New investigators or investigators entering an area of research may need to identify and/or contact established investigators to:
 - Seek research or training collaborations/partnerships
 - Ask scientific, technical questions
 - See scientific/programmatic advice
 - Identify funding sources

Use of Collaborators

⦿ How to Start?

- Identify prospective collaborators and their contact information using the Internet and electronic databases
 - Technical literature
 - Databases of funded projects
 - Conference programs
 - Internet search engines (Google)

4. Prepare the Proposal

- ⦿ Read and understand the RFA/RFP/RFQ
- ⦿ Follow all instructions for content, number of pages, font size, margins, attachments
- ⦿ Ask OSP to review drafts for content, editing, formatting
- ⦿ Ask OSP for assistance with budget development

Ask a Colleague

- Show your grant application to a colleague who knows little or nothing about your area of research or expertise and ask them if they understand:
 - What you are proposing to do?
 - How you are proposing to do it?
 - Why you are proposing to do it?

If they do not understand REVISE until they do.

5. Obtain Institutional Approval

- An Internal Proposal Review/Approval Form must be prepared by OSP (sample is in handouts)

Who needs to approve ALL proposals?

- Chairperson/Director
- Dean/Vice President
- Beth Seaton, Director of Sponsored Projects

Other Approvals

U Tech - if project involves technology support

Physical Plant – construction projects


IRB – human subjects

IACUC – animal subjects


Institutional Biosafety Committee

Curriculum Committees

Internal Routing Sheet – page 1

 INTERNAL PROPOSAL REVIEW/APPROVAL FORM Office of Sponsored Projects Sherman Hall 320 298-1191		Proposal # _____ Research _____ Instruction _____ Public Service _____ Student Support _____																		
PRIME SPONSOR Deadline: ____/____/____ Rec. Post Agency Contact: _____ Email: _____ Phone Number: _____ Agency Type: F U S L P O	PROPOSAL INFORMATION Project is: (Select one from each line) a. New Renewal Continuation Supplemental b. Proposal Revised Budget After-the-Fact Project Title: _____ Proposal Project Period: From ____/____/____ to ____/____/____																			
DIRECTORS Project Director: _____ Department: _____ Co-Director: _____ Department: _____ Co-Director: _____ Department: _____	COMPLIANCES <u>Involved</u> Human Subjects Animals (IACUC approval required) Hazardous Waste Radioactive Chemicals DNA (IBC approval required) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Does budget include suppl. pay for administrator(s)?</td> <td>Y</td> <td>N</td> </tr> <tr> <td>If funded, will new faculty or staff be hired?</td> <td>Y</td> <td>N</td> </tr> <tr> <td>Is released time for faculty proposed?</td> <td>Y</td> <td>N</td> </tr> <tr> <td>Is there to be overload/suppl. pay to faculty?</td> <td>Y</td> <td>N</td> </tr> <tr> <td>Does project involve construction or renovation?</td> <td>Y</td> <td>N</td> </tr> <tr> <td>Does project require additional support from TISS?</td> <td>Y</td> <td>N</td> </tr> </table>		Does budget include suppl. pay for administrator(s)?	Y	N	If funded, will new faculty or staff be hired?	Y	N	Is released time for faculty proposed?	Y	N	Is there to be overload/suppl. pay to faculty?	Y	N	Does project involve construction or renovation?	Y	N	Does project require additional support from TISS?	Y	N
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Does project require additional support from TISS?	Y	N																		
BUDGET SUMMARY																				
	<u>Agency</u>	<u>WIU</u>	<u>WIU Source</u>																	
Personnel	_____	_____																		
Fringe Benefits	_____	_____																		
Equipment	_____	_____																		
Subcontracts	_____	_____																		
Other Direct	_____	_____																		
TOTAL DIRECT	_____	_____																		
Facilities & Admin.	_____	_____																		
TOTAL COSTS	_____	_____																		
F&A Rate _____	F&A Base _____																			

Internal Routing Sheet – page 2



INTERNAL PROPOSAL REVIEW/ APPROVAL FORM
Office of Sponsored Projects
Sherman Hall 320
298-1192

Page 2

CONFLICT OF INTEREST WITH THIS PROJECT

	Project Director	Co-Director	Co-Director
a. Do you have a consulting or financial relationship with a non-governmental, external sponsor of this proposal?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
b. Do you have a managerial role or significant financial interest in a company in the field of your research, or a firm doing business with the University?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
c. Do you have non-University, professional or income-producing activities involving WIU students, staff or facilities?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
d. Do you, or any family members, have other potential conflicts of interest associated with this project?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

My signature below confirms my review of the proposal. It also certifies that I will:

- Conduct all sponsored projects in accordance with the policies of the sponsor;
- Ensure that all investigators, staff and students working on the project have read, understand, and comply with the University's policies on Intellectual Property, the Drug-Free Workplace, Conflict of Interest, Risk Management and other University research requirements;
- Disclose any and all items of intellectual property and assign them to the University as required by the IP Policy or sponsor policies;
- Be responsible for budget items including cost sharing items; and
- Comply with all federal, state, and local regulatory agency requirements related to the project.

Project Director _____

Date _____

Date _____

Project Director _____

Date _____

Date _____

APPROVALS:
Approval confirms that the project is academically appropriate and consistent with WIU's mission and that necessary personnel and/or resources are or will be available if an award results from this proposal.

Department Chair/Director _____

Date _____

Date _____

Dean/VP _____

Date _____

Date _____

FOR OSP USE ONLY

Sponsored Projects Office Approval: _____

Director of Sponsored Projects _____

Date _____

Proposal Transmitted to Agency: _____

6. Submit Proposal to Agency

- ⦿ Coordinate submission with OSP – OSP generally submits all proposals (copying and mailing or electronically)
- ⦿ Notify OSP as early as possible if your proposal must be submitted electronically
- ⦿ Don't wait until the last minute to learn the submission process

Electronic Proposal Submission Systems

- Grants.gov – Federal government-wide system for finding and applying for federal grants.
 - Faculty members do not have to register – only the institution does – and WIU is fully-registered.
 - Faculty members must be able to install the free Adobe Acrobat software in order to download and prepare the application package.

Notify OSP early if your RFP states that submission **MUST** be done through Grants.gov – we can provide training and assistance.

Other Electronic Proposal Submission Systems

- ◉ NSF – FastLane
- ◉ U.S.D.E. – e-grants
- ◉ DOJ – Grants Management System
- ◉ Online/fill-in-the-box applications
- ◉ Files attached to emails
- ◉ Anything OTHER than paper copies

7. When Project is Funded

Conduct project with assistance from: Please meet with these two people before beginning work on your funded project

OSP – Kathy: negotiation of award, account set-up, liaison between WIU and agency, preparation of amendments, etc.

GCA – Shannon: establish accounts, manage spending, cash management, financial reporting, collection, etc.

8. If Project is Not Funded

1. Request reviewers' comments
2. Revise according to comments
3. Resubmit the proposal

Resubmissions

- ◎ Applicants Don't Give Up!!
 - Initial failure is common – it is the application not the person.
 - Learn from failed submissions and succeed – most do.
 - Study comments in the reviewers' notes.
 - Decide if problems are repairable.
 - Attend diligently to each comment.
 - Keep a positive tone and attitude.
 - A funded resubmitted application is the goal!

Information you might need

- ◎ Office of Sponsored Projects
 - <http://www.wiu.edu/SponsoredProjects>
 - Finding funding
 - Commonly needed information
 - FAQ
 - Human and animal subjects
 - University Research Council
 - Checklist for proposal submission
 - After you receive funding
 - News and announcements

Thank you

- ◉ Questions?
- ◉ What else do you need to start this process?