Key Topics in Research Development
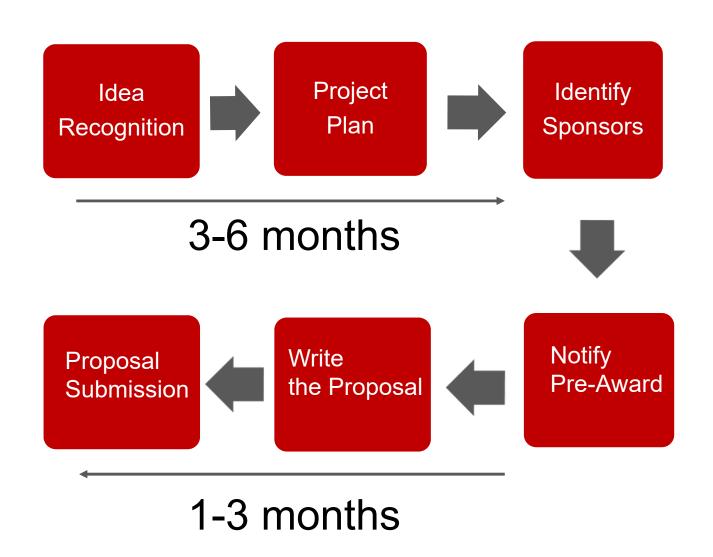
"Advancing Your Idea into A Proposal"

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Did You Know??

❑ NIH
- 50,477 applications in FY17
- 8,576 awarded; success rate of 17%

❑ NEH
- 5,700 applications in a given year
- 900 awarded; success rate of 16%

❑ Average proposal preparation time ranges from 3 to 6 months

Proposal Preparation Process

Idea Recognition → Project Plan → Identify Sponsors

3-6 months

Identify Sponsors ↓

Proposal Submission ← Write the Proposal ← Notify Pre-Award

1-3 months

Idea Recognition

❑ Every proposal starts as an idea.

❑ Some key questions to ask are:

- Is it feasible?
- Who would be impacted?
- Does it possess the viability of a project turned long term research program?

Idea Recognition (cont'd)

❑ Evaluate your idea against similar ideas or existing projects based on:

- Relevance
- Innovation
- Key Attributes

Develop the Project Plan

❑ Used as an outline for the purpose of developing your proposal later on.

❑ The project plan should establish:
- Need Assessment
- Project Goals
- Project Objectives
  - Implementation
  - Measurability
- Project Budget

Identify Potential Sponsors

❑ Types of Sponsors
- Federal
- Non-Federal
  - State, Local, Foundation

❑ Helpful search databases
- Pivot
- Foundation Center
- Grants.gov

Identify Potential Sponsors (cont'd)

❑ Solicited Proposals
- Sponsor initiated
- Funding Opportunity Announcement (FOA) or Request for Proposal (RFP)

❑ Unsolicited Proposals
- Investigator initiated
- Letter of Intent (LOI)
- Rolling applications

Identify Potential Sponsors (cont'd)

❑ Pay close attention to Sponsor focus areas

- How does your project fit with sponsor funding initiatives?
- What type of projects have they funded in the past?

Before You Prepare a Proposal

❑ Notify your Research Liaison Officer.
They will:

- Identify all required documentation and approvals needed to facilitate proposal submission

- Assess sponsor guidelines in accordance with UH policies and procedures

Typical Proposal Format

- ❑ Executive Summary
- ❑ Statement of Need
- ❑ Goals and Objectives
- ❑ Methods and Strategies
- ❑ Evaluation
- ❑ Other Funding and Sustainability
- ❑ Project Budget
- ❑ Attachments

Write the Proposal

❑ Use Project Plan as outline
❑ **Follow the sponsor's instructions**
❑ Address sponsor's stated review criteria
❑ Be brief and concise
❑ **Provide clear budget justifications**

Proposal Submission

❑ Notify your Research Liaison Officer as they are the authorized signing official for proposal submissions. They will:
- Submit the proposal
- Review proposals for technical compliance
- Review and create project budgets to ensure accuracy and compliance with UH guidelines

Other Useful Tips

❑ Review previously successful proposals
❑ *Always* assume that the reviewer knows nothing about your field
❑ *Always* assume that your proposal will be skimmed
  • Make it compelling
❑ Avoid jargon and overuse of technical terminology

Questions??

References

"Developing Proposals." *The Essential Guide to Postgraduate Study*, Aug. 2009, pp. 66–102., doi:10.4135/9780857020031.n4.

Kibbe, Barbara D.; Setterburg, Fred; and Wilbur, Colburn S. Grantmaking Basics, A Field Guide for Funders: Reviewing Grant Proposals. Washington, D.C.; Council on Foundations, 1999. p. 15-26, 27-44.

https://report.nih.gov/success_rates/