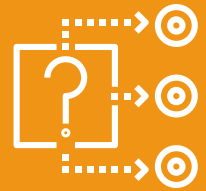# How to Rock Research

Presentation Team:

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Jonathan Ogbazghi, Business Manager, Academic Affairs

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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

GRANT LIFE CYCLE

MANAGE YOUR AWARD
GENERATE YOUR IDEA
SUBMIT YOUR PROPOSAL
FIND YOUR FUNDING
DEVELOP YOUR PROPOSAL

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
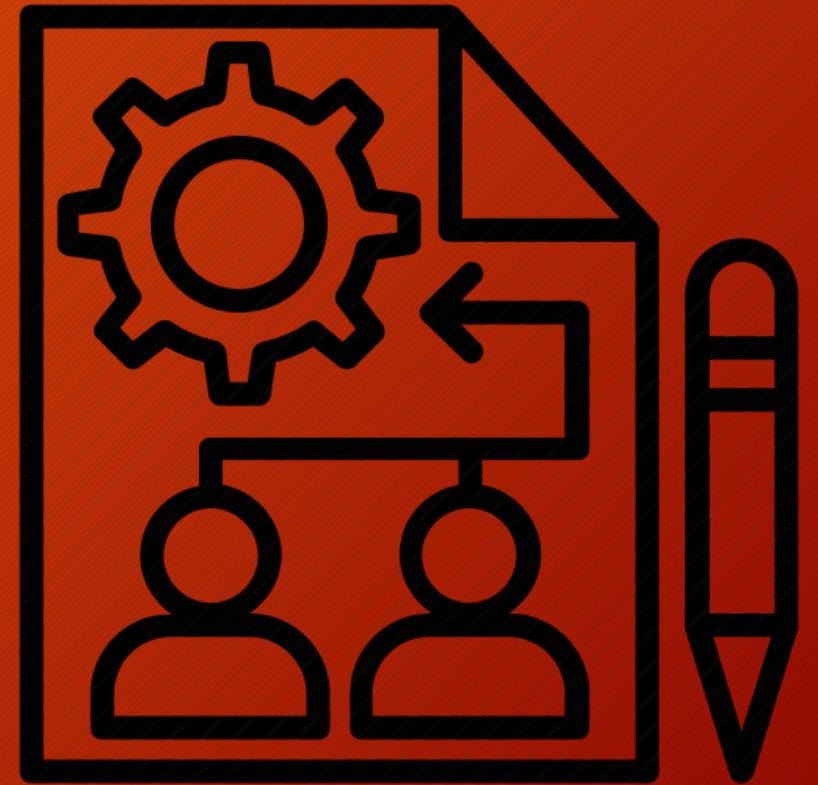
2. Write down important stuff

- 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
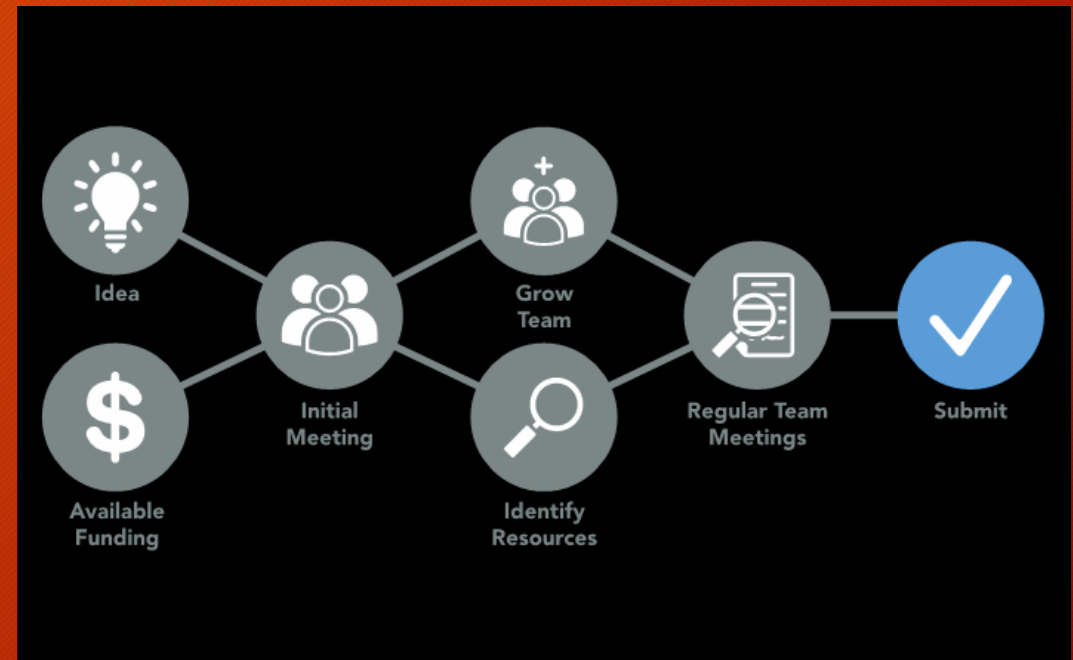
4.

Importance | Relevance | Significance

- 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

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

- Show complete understanding of the funder's need or interest
- Respond fully to all requirements— especially the funders' areas of greatest concern

Why are you the best person to do this work? (unique collaborations, space/resources, how your work aligns with their goals)
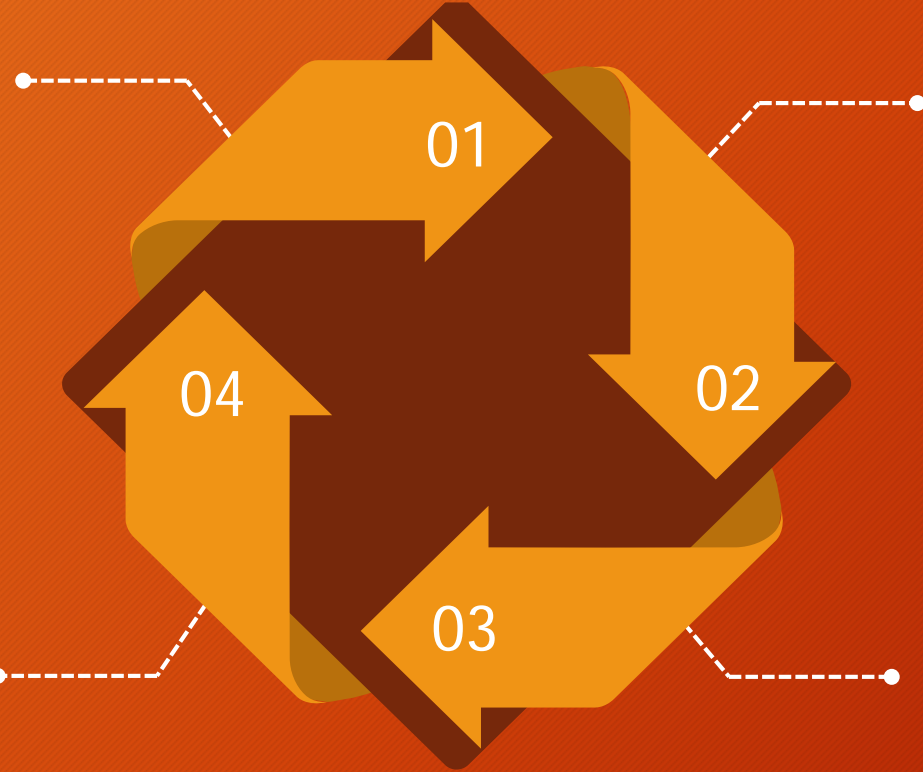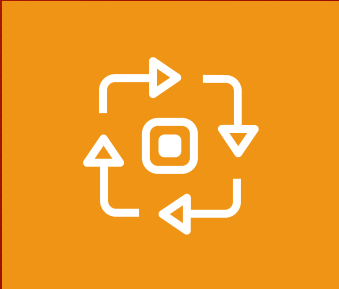
How much do components cost? Hourly wage; total cost of conference with reg., air, hotel , meals

When are you going to do the work ? How will this align with the fund availability?

Match the budget narrative with the budget

01

02

03

04

5. Telling your budget story

How much will the project really costs?

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?

Contact us:

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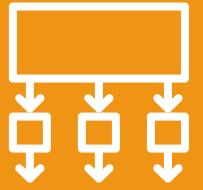Dianna—x3809; dvass@coppin.edu

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