



Grant Writing Workshop

**Setup and function of the Office
of Research and Sponsored
Program (ORSP)**

George Ude and Anika Bissahoyo

Today's Session will include:

- Preparation prior to proposal development
- ORSP and other University Resources
- Developing a proposal outline
 - Statement of Need
 - Goals/Objectives
 - Methods
 - Evaluation Plan
 - Budget
 - Sustainability Plan
- Next Steps

Before the Proposal...Think Positioning

- Have short- and long-term professional and research goals
- Get to know your field, the players, funders and build your reputation
 - Present/attend conferences in your field
 - Publish
 - Hold offices in professional organizations in your field
 - Participate as a reviewer/reader for grant programs*

External Support Can Help You & The University

- Fund projects that enhance education, research, scholarship, creative works
- Strengthen the tenure/promotion package
- Provide support to
 - 'Buy out' some of your time in the academic year
 - Supplement your income in the summer
 - Hire student workers
 - Purchase supplies and equipment
 - Pay for printing and marketing costs

When Seeking Funding Opportunities:

*Office of Research and Sponsored Programs in
the Division of Academic Affairs*

Division of Institutional Advancement

OVERVIEW OF THE ORSP

Pre-Award Services

- Identification of funding opportunities
- Review of project description
- Draft of budget summary
- Submission of proposal
- Facilitating Collaboration/Partnerships

Post-Award Services

- Negotiation of the award
- Setting up the award
- Monitoring spending on the award
- Compliance with funder requirements
- Closeout of award

The ORSP STRUCTURE & STAFF

- **Dr. Anika Bissahoyo, AVP for Research**
- **Dr. Joyce A. Hunter, Sponsored Programs Associate**
- **Mr. Ed Crosby, Grants and Contract Manager**
- **Mrs. Pamela Moses, Compliance Manager**
- **Mrs. Jhovita Williams, Program Management Specialist**
- **Dr. Amina Ayodeji-Ogundiran, Planning and Project Specialist**
- **Ms. Tia Dean, Planning and Project Specialist**

Proposal Process



Contact Pre-Award Services



Discuss the planned project in detail
including other partners



Plan a timeline for completing the
writing project to meet the deadline



Draft the project
description/narrative



Draft budget summary aligned to the
scope of work



Prepare the budget justification
explaining the costs

Proposal Process



Submit the project narrative, budget summary and justification to Pre-Award for review



Pre-Award will provide feedback



PI routes all required forms for signatures



Submit final drafts of proposal, budget, justification to pre-award



Pre-award will submit the proposal to the funding agency or to the lead organization

ORSP PRE-AWARD NOTICE OF INTENT

PI: sends email to Dr. Joyce Hunter

- **Copies: Dr. Bissahoyo**
- **Copies Chair**
- **Copies Dean**

PI: email contains ALL of the relevant info:

- **Copy of the opportunity/solicitation**
- **Due date / deadline for submission**
- **Dollar amount to be requested**
- **Summary of the planned project**
- **List of collaborators, if applicable**

ORSP Pre-Award Process

- Assist with finding funding opportunities
- Request RFP, Abstract
- Communicate w/ PI & Program Officer
- Assist with budget design
- Ensure alignment with RFP
- Review all proposal deliverables before submission
- Collect final ORSP forms (Cost Share, Course Release/Replacement)

Proposal Development/ Submission Process

- Develop the Idea
- Find a Funding Opportunity
- Contact ORSP / Program Officer
- Submit Notice of Intent (NOI), Abstract, and grant guidelines
- Draft Narrative & Budget Summary
- Review Proposal (also seek peer-review)
- Submit APC, FINAL narrative, budget & justification



Project
Outline

Statement of Need

- **What Problem or Issue is being addressed?**
- **What is missing in solving the problem?**
- **What are you proposing to solve the problem?**

Methods

- Detailed plan of how you will carry out your goals and objectives
- Each objective should have a series of activities needed to achieve it.

Evaluation Plan

- Shows how you will measure the completion or success of your objectives
- Describes how the results and outcomes will be shared with the donor

How will the results be evaluated and what data will be evaluated? Who will evaluate the results? When will evaluation take place?

“It's clearly a **budget**. It's got a lot of numbers in it.” George W. Bush

Budget - As many grant makers look here first while reviewing a proposal, make sure the budget you submit for a program is as complete as possible, with funds responsibly allocated and realistically described.

Tie activities to project costs

- **Methodology & Budget Development - simultaneously**
 - What will be done?
 - Tasks and Timeline (Timeline often required w/i body of narrative)
 - Required Resources

Task/Activity	Sequence	Who's Responsible	How long will it take	Resources Required	Related Costs

Allocation of Costs

Costs usually charged directly

- Project staff
- Consultants
- Project supplies
- Publications
- Travel
- Training
- Supplies and Materials
- Publications
- Equipment

Costs usually allocated indirectly

- ▶ Utilities
- ▶ Rent
- ▶ Audit and legal
- ▶ Administrative staff
- ▶ Equipment rental

Prepare budget with a strong justification

- Use a timeline to compute amount of time personnel will spend carrying out each portion of the project.
- Keep budgets within guidelines in the RFA/RFP- they are judged on the degree of reasonableness.

Prepare budget with a strong justification

- Describe how costs are derived.
- Describe specific functions of personnel, consultants, purchases, etc.

Budget Justification

- **A narrative of the project budget – explain how each expense is reasonable and allocable to this specific project**
 - **Effective Example: Senior Personnel** Dr. Smith, PI is requesting 11.111% of his academic salary (1 academic month). Dr. Smith will provide the overall direction of the project, including making arrangements for and directing the (_____symposium, conference, research, etc._____) and coordinating the schedule of work to further (_____develop the project, meet the goals of the grant, develop the scholarship, complete the project, etc._____).
 - **Less Effective:** Dr. Smith is the PI. She will devote sufficient time and energy to the project. No salary is requested.

Sustainability Plan

- Can other grants and contracts be sought after?
- Are there inter-campus collaborations that can lead to shared resources and increased capacity?
- Are there strategic partnerships (with community, corporate and other non-profit entities) that can provide additional resources?

Next Steps

- Complete your proposal outline
- Follow up with ORSP to:
 - Review the proposal outline
 - Obtain web links and log-in information for funding databases
 - Request assistance with identify funding opportunities or continued proposal and budget development for a previously identified opportunity
 - Contact the pertinent program officer

*The goal is to get the
grant and manage it
successfully*

Propose realistic and obtainable objectives with
a realistic budget

Questions?
