

# Grant Proposal Development

## Part I

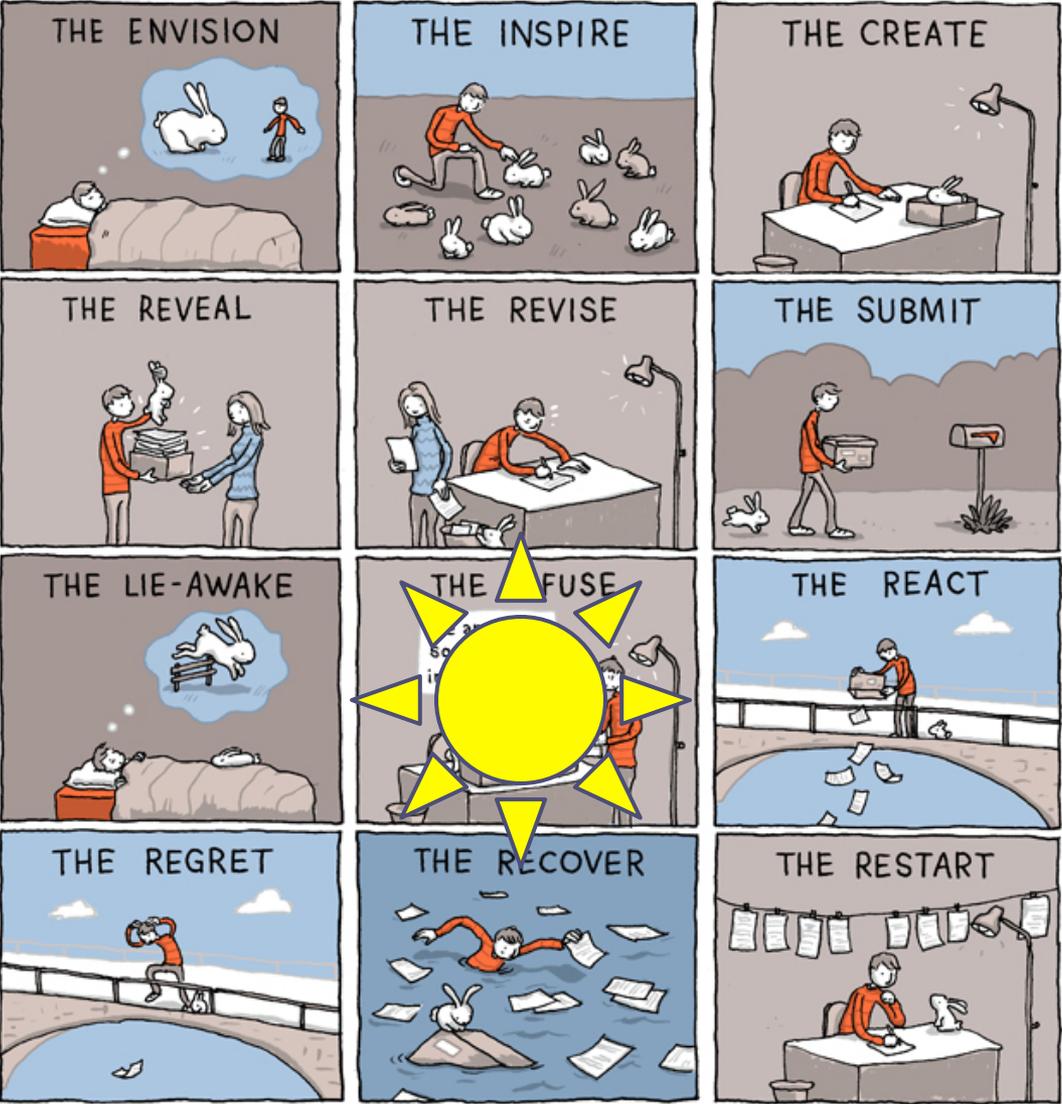
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Office of Research and Grants

*February 17, 2014*



**AZUSA PACIFIC**  
UNIVERSITY

# HOW TO MAKE WRITE



Turn  
**The Refuse**  
Into  
**The Success**

This drawing appears alongside a [NYT Opinionator Draft essay](#) by Henry Hitchings

GRANT SNIDER

# Keys to success

- Your idea/vision/passion
- Your commitment
- Your proposal grant writing
- Your partnership with ORG





# YOUR IDEA IS KEY

Some Irresistible Fundable Ideas:

- ❖ Cutting edge discovery
- ❖ Gap of knowledge
- ❖ Cross disciplines work
- ❖ Perfect partnership
- ❖ Out of the box ideas
- ❖ Spot on match



# Attributes of a Compelling Idea

- Relevant
- Manageable
- Substantial and original
- Consistent with the funding requirements
- Clear and simple
- Interesting

# Steps to Formulate Ideas

1. **Identify** your passion, a niche area or a gap
2. **Collect** and **critically analyze** background information related to a problem
3. **Develop** a preliminary idea (never force that!)
4. **Assess** the potential for success and modify if necessary
5. **Seek** constructive criticism and engage in partnerships
6. **Refine** the idea to maximize potential (don't forget to add your enthusiasm!)

# Steps to Formulate Ideas *(continued)*

## 6 Steps

1. Identify your passion, a niche area, or a gap
2. Collect and critically analyze background information related to a problem
3. Develop a preliminary idea
4. Assess the potential for success and modify if necessary
5. Seek constructive criticism and engage in partnerships
6. Refine the idea to maximize potential

## Corresponding “Translation”

1. PI has something special to offer
2. PI is well prepared and credible
3. Project was thought through
4. Project matches the investor’s needs
5. Project has the appropriate endorsement
6. Project delivers a clear message and makes a good first impression



## **EXERCISE TIME**

### Exercise 1 Formulate Ideas

# Prospect Research

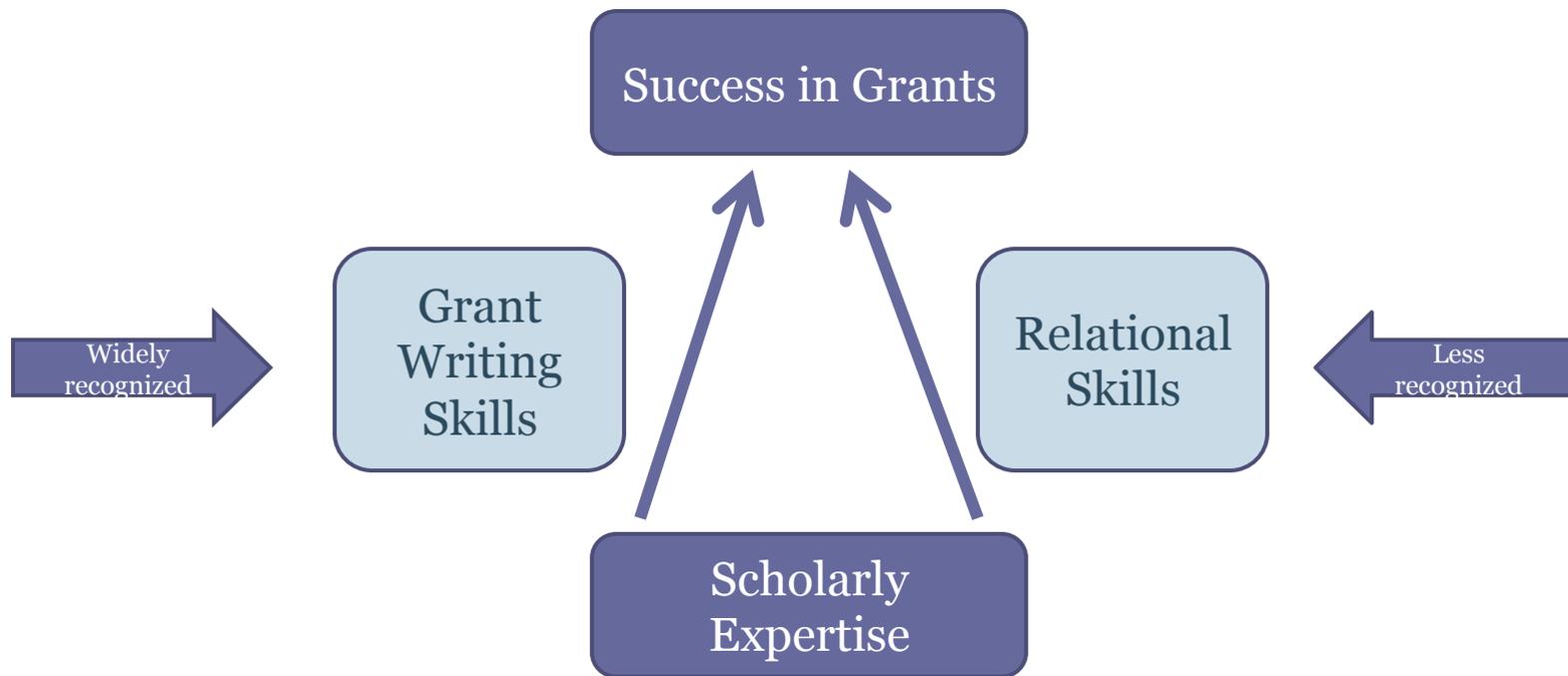
- Grants.gov + Funding agencies websites
- Online search
- Other successful researchers in your domain
- Office of Research and Grants (ORG)
  - COS Pivot: [short demo](#)



# Verify the match

- Study the Funding Opportunity Announcement
- Critically read the announcement
- Communicate with Program Officer (PO)

# Communication with POs



- *Note: The unofficial “rules of the game” can separate the winners*



## **EXERCISE TIME**

Exercise 2  
FOA analysis: Is it a  
match?

# Proposal Development Timeline

- Connect with the ORG office as soon as possible
- Identify deadlines
  - Funding agency deadline
  - APU Routing deadline (10 business days prior)
- Pick up speed and Make a plan:
  - Create a checklist of grant documents
  - Line up your team, brainstorm, share responsibilities, assign clear deadlines and compile the work

# Proposal Development Timeline

*(continued)*

- **Pick up speed and Make a plan** *(continued)*:
  - Develop project timeline and budget
  - If collaboration is involved: start communication and paperwork early (letters of support, APU docs, etc)
  - Secure Departmental and Dean approvals
  - ORG Routing



# Grant Proposal Structure

- Always follow the format provided by the sponsor
  - Example 1: Federal grants
    - [NIH Link](#)
    - [NEH Link](#)
  - Example 2: Foundations
    - [JTF Link](#)
    - [Mellon Foundation Link](#)

# Grant Proposal Structure *(continued)*

- Where no format is provided, build your case in distinct sections
  - Problem statement/Significance of the research
  - Goal and objectives (insert a line “fit with the program objectives”)
  - Research Design/Workplan: Activities & Timeline
  - Applicant Qualifications
  - Evaluation Plan/Expected Outcomes
  - Budget (Summary & Justification)
  - Supplementary materials

# Establish long term funding goals

- Have a plan for continuation beyond the grant period and/or availability of other resources necessary to implement the grant



# Recap and take home



- Formulate Idea
- Prospect Research
- Verify Match
- Communicate with Program Officer
- Develop a Timeline
- Structure the Grant Proposal
  - ... *connect with ORG as soon as possible*
- Info:
  - Slides will be posted at <http://www.apu.edu/researchandgrants/resources/>
  - Email: [mcenac@apu.edu](mailto:mcenac@apu.edu)

# Grant Proposal Development

Part II: Coming up  
(March 24, 2014)

Topics include: more on the grant structure, pitfalls, academic writing vs. grant writing, letters of inquiry essentials, tips for success