



DEVELOPING A GRANT PROPOSAL TO AN EXTERNAL AGENCY

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GRANTS SPECIALIST

OFFICE OF SPONSORED PROGRAMS
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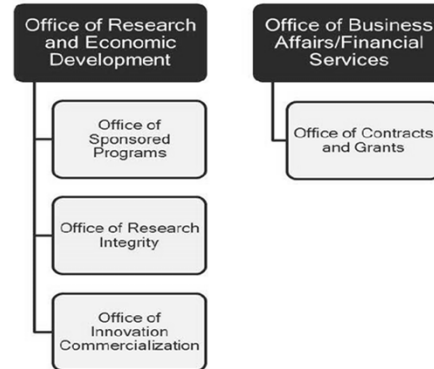
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[HTTP://SPONSOREDPROGRAMS.UNCG.EDU](http://SPONSOREDPROGRAMS.UNCG.EDU)

UNCG RESEARCH OFFICES

UNCG Research Offices



The **Office of Research and Economic Development (ORED)** oversees research at UNCG.

The **Office of Sponsored Programs (OSP)** assists with proposal preparation and submission, contract negotiation, award acceptance, no-cost extensions, and award amendments. The Director and Associate Director have signature authority for all research-related documents.

The **Office of Research Integrity (ORI)** oversees ethical and compliance issues for UNCG. ORI works with the Institutional Review Board (IRB) regarding human research subjects; the Institutional Animal Care and Use Committee (IACUC) for laboratory animals; the Institutional Biosafety Committee (IBC) for recombinant DNA and biological Materials; and the Radiation Safety Committee (RSC) for the procurement, use, storage, and disposal of radioactive materials and radiation-producing devices.

The **Office of Innovation Commercialization (OIC)** assists with issues of intellectual property related to research.

The **Office of Contracts and Grants (C&G)** manages all financial aspects of grant and contract awards: proposal budget review, budget setup and transfers, cost transfers, financial reporting, cost sharing, and invoicing. C&G reports to the Business Affairs division of UNCG, not to ORED.

TODAY'S OVERVIEW

- **OSP Role**
 - Who can assist?
- **GENERAL Guidelines** for what a funding proposal *MAY* need to contain
- Each sponsor is **DIFFERENT**—there is no “standard format”
- If you need detailed guidance on a specific sponsor, we can do a workshop on that topic

UNCG RESEARCH OFFICES

Office of Research & Engagement (ORE)

Dr. Terri L. Shelton, Vice Chancellor for Research & Engagement

(<http://research.uncg.edu/vice-chancellor-terri-l-shelton>)

Three Divisions

- Office of Sponsored Programs (OSP), Dr. Valera Francis, Director
<http://sponsoredprograms.uncg.edu>
- Office of Research integrity (ORI), Dr. Lisa Goble – Interim Director
<http://integrity.uncg.edu/responsible-conduct-of-research>
Includes Export Control (<https://exportcontrol.uncg.edu>)
- Office of Innovation & Commercialization (OIC), L. Staton Noel, Director
<https://innovate.uncg.edu>

Agreements, Invention disclosures, patents, marketing & licensing

Office of Business Affairs/Financial Services

- Office of Contracts & Grants (OCG), **William Walters**, Director
<http://research.uncg.edu/contracts-and-grants>

OFFICE OF RESEARCH INTEGRITY

- Staff:

- Dr. Lisa Goble – Interim Director/Export Control and COI Official

- Email: lagoble@uncg.edu / Office: 336-256-1173

- Melissa Beck – Assistant Director

- Email: mdbeck@uncg.edu / Office: 336-256-0253

- Please contact the Office of Research Integrity for questions regarding:

- **Human Subjects Research/IRB**

- Website: <http://integrity.uncg.edu/institutional-review-board/>

- **Animal Research/IACUC**

- Website: <http://integrity.uncg.edu/institutional-animal-care-and-use-committee/>

- **Conflict of Interest/Export Control**

- Websites: <https://coi.uncg.edu/> and <https://exportcontrol.uncg.edu/>

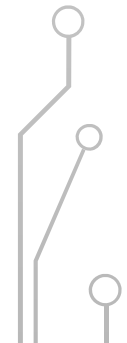
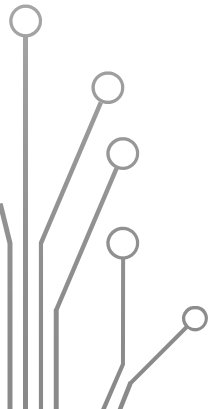
- **Responsible Conduct of Research**

- Website: <http://integrity.uncg.edu/rcr-training-resources/>



OSP MISSION

“As the central research administration unit at UNCG, the Office of Sponsored Programs (OSP) supports investigators who have or plan to apply for external sources of support for their research and scholarly projects”. Dr. Valera Francis, Director



OSP STAFF:

Tamara Adams, Grants Specialist (Pre-award Budget Review and Preparation)

Darneshia Blackmon, Assistant Director

<http://sponsoredprograms.uncg.edu/darneshia-blackmon-assistant-director>

Christopher Davis, Grants Specialist

<http://sponsoredprograms.uncg.edu/christopher-davis-grants-specialist>

Helen Kiss, Grants Specialist

<http://sponsoredprograms.uncg.edu/1535-2>

Rebecca Libera, Grants Specialist

<http://sponsoredprograms.uncg.edu/rebecca-libera-grants-specialist>

Aubrey Turner, Proposal Development Officer; Julie Voorhees, Proposal Development Specialist (Special Projects- developing and submitting large multi-disciplinary and multi-center collaborative grant proposals to a wide range of funding agencies and organizations.)



RESOURCES TO FIND EXTERNAL FUNDING SOURCES

- Funding search tools:
 - **SPIN**, GrantSelect, Grant Advisor Plus, Grants.gov, google.com, foundationcenter.org
 - <http://uncg.libguides.com/grants>
 - <http://sponsoredprograms.uncg.edu/databases/>
- Funding search training:
 - “Show me the money” workshop, 2 or 3 times per semester:
<http://sponsoredprograms.uncg.edu/training/>
 - Videos: <http://sponsoredprograms.uncg.edu/osp-training-videos/>



PROPOSAL GUIDELINES

Agency Requirements

- Guidelines

Read the Guidelines

Read the Guidelines

Follow the Guidelines

- Deadlines

- Submission Process- Electronic by Email, Agency Web site (NSF FastLane), Paper

Who submits?

The University-OSP



EXAMPLES OF AGENCY GUIDELINES (SOLICITED PROPOSALS)

- Ford Foundation- Grants Program:

<http://www.fordfoundation.org/work/our-grants/>

Supports charitable, educational or scientific work

- Grant Inquiry (250 words)- open on-line process

- Invitation for a formal proposal

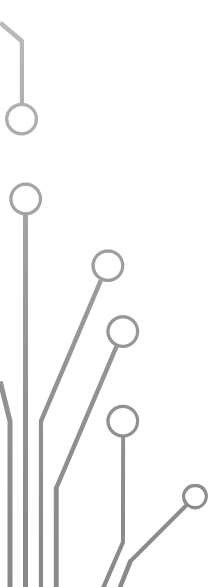
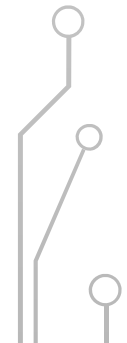
- National Science Foundation- Scholarships in Science, Tech., Engin., and Math:
addresses the need for a high quality STEM workforce in STEM disciplines supported by the program and for the increased success of low-income academically talented students with demonstrated financial need who are pursuing associate, baccalaureate, or graduate degrees

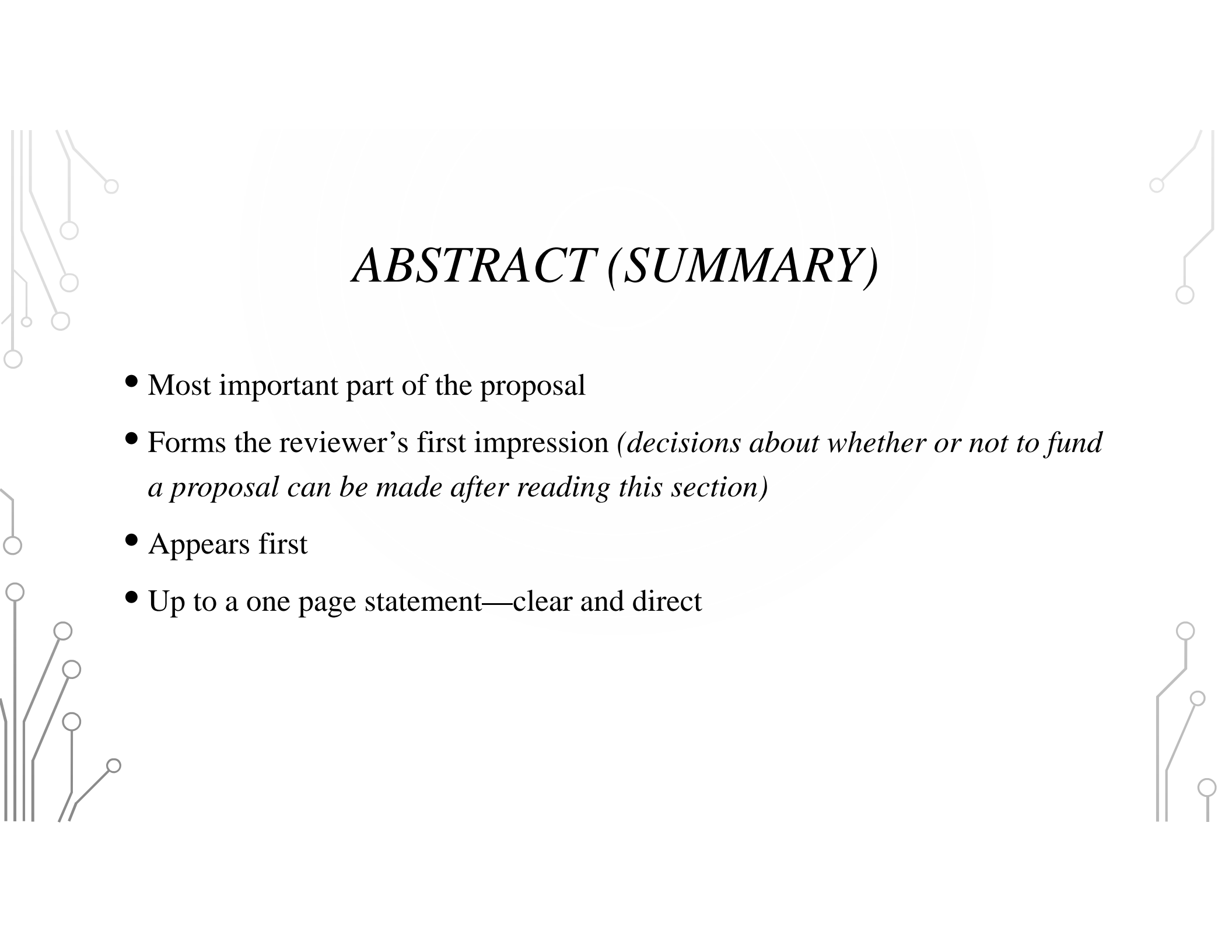
- Full Proposal deadline- **March 30, 2017**

March 28, 2018



PARTS OF A TYPICAL PROPOSAL

- Abstract (Summary of the entire proposal)
 - Project Description (narrative)
 - Problem Statement (hypothesis)
 - Project Objectives (expected outcomes)
 - Methodology (detailed plan of action)
 - Project Personnel (who is involved)
 - Institutional Resources/ Facilities
 - Evaluation (Your Success)
 - Dissemination (spread the word)
 - Budget and Justification
- 
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The slide features decorative elements in the corners consisting of thin, grey, circuit-like lines with small circles at various points, resembling a network or data flow diagram. These elements are positioned in the top-left, top-right, bottom-left, and bottom-right corners.

ABSTRACT (SUMMARY)

- Most important part of the proposal
- Forms the reviewer's first impression (*decisions about whether or not to fund a proposal can be made after reading this section*)
- Appears first
- Up to a one page statement—clear and direct

ABSTRACT

- The following topics can be addressed:
 - ✓ Subject
What is the project about?
 - ✓ Purpose and Significance
Why is this project being undertaken?
What is to be accomplished?
Why is this important?
 - ✓ Activities
What will be done?
What methods will be used?
 - ✓ Target Population
What group is being studied or served?
 - ✓ Expected Outcomes
What findings or results will be produced?
To whom will these be useful?
How will they advance knowledge in your field?



GENERAL PARTS OF A PROPOSAL

- ✓ Abstract (Summary of the entire proposal)
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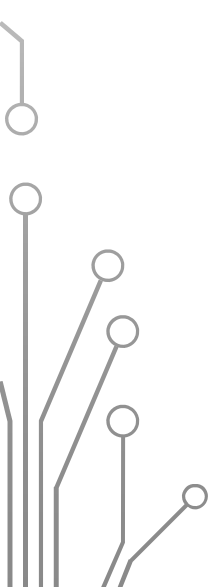
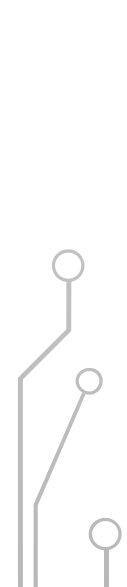
PROJECT DESCRIPTION

- Questions to think about:
 - ✓ What is the problem/need?
 - ✓ Why is it a problem/need?
 - ✓ To what extent does the problem/need exist?
 - ✓ Who is affected?
 - ✓ What has already been done to address this problem/need?
 - ✓ Why is this not sufficient?
- Begin with the broad problem--relate to a smaller problem
 - differentiate between problem/need on a state/national level and at the local level



PROBLEM STATEMENT

- Provides documentation to establish need
 - be specific: cite statistics or other relevant data
 - be analytical: describe strengths, weaknesses, comparisons
 - demonstrate your familiarity with the field (establish your credibility)
 - if no literature available: Offer explanation for the vacuum, cite closest relevant sources
 - Tips:
 - grabs the reader & makes him want to continue reading
 - relates to some larger problem, implies a greater social benefit
 - is of reasonable dimensions
 - is supported by statistical evidence

minimize the jargon
- 
- 



PROJECT GOALS AND OBJECTIVES- DEFINED

✓ Goals

- desired results that a person envisions
- It may already be developed by the funding agency

✓ Objectives

- actions taken to attain goals
- specific, achievable, measurable statements
- describe expected results/benefits



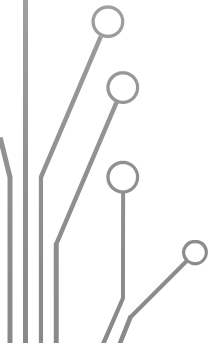
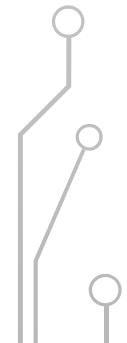
PROJECT OBJECTIVES



- Questions to be addressed:
 - ✓ What do you propose to do about this problem?
 - ✓ When?
 - ✓ Where?
 - ✓ How?
 - ✓ With whom?
 - ✓ To what extent?
 - ✓ With what expected results?
- Objectives are:
 - clear, precise, measurable statements
 - statements of the expected outcomes of the project
 - questions to be answered
 - Hypotheses (proposed explanations) to be tested
 - presented in a form which directly parallels your problem statement



METHODOLOGY

- Questions to be addressed:
 - ✓ What is your specific plan of action?
 - ✓ How and why did you choose this particular plan?
 - ✓ Is it the only way to solve the problem?
 - ✓ Did you consider other methods?
 - ✓ Can you do what you propose?
 - The methodology section:
 - is the heart of the proposal
 - details the methods you will use to reach your objectives
 - clearly describes (in detail) program activities
 - must include justification for the choice of method
 - specifies the time frame for completion of the project
 - is presented in a format which directly parallels the stated objectives
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PROJECT PERSONNEL



- **Two Parts:**

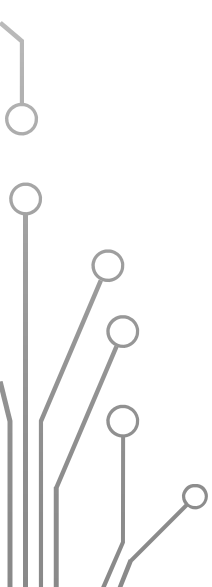
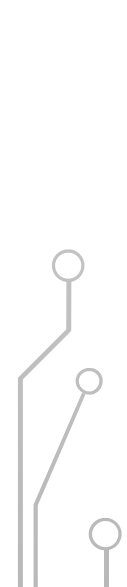
- ✓ Related qualification of key project personnel
- ✓ Biographical data sheets (resumes) of key personnel

- **Includes:**

- key project participants- PI and/or co-PI
- academic or other research qualifications
- how each participant's expertise will enable them to carry out the specified objectives
- percentage of time each participant will be working on the project
- other participants: Postdoctoral researchers, technicians, graduate and undergraduate students.



INSTITUTIONAL RESOURCES

- Shows fit between an institution and project
 - Shows how this institution is the “ideal” place to conduct your project
 - Describes the institution’s qualifications or “credibility”
 - Information may include:
 - ✓ Background history of institution
 - ✓ Statement of the institution’s mission, purpose, goals, philosophy
 - ✓ Student population
 - ✓ Specific facilities
 - ✓ Available equipment
 - ✓ Administrative & support services available
 - ✓ Associations with other agencies
 - ✓ Institution’s competency in project area
 - ✓ List of members of Board of Trustees
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FACILITIES- TO DO YOUR PROJECT

Office

- Computers, scanners

Laboratory

- Equipment, bench space, fume hood, supplies

Classroom

- Computers, video, projectors

In the Field

- Field station, other laboratory space, supplies



PROJECT EVALUATION/ASSESSMENT

- Questions to be addressed:
 - ✓ How will you know if your objectives have been reached?
 - ✓ What will you do to measure the results?
 - ✓ What type of evaluation will you conduct?
 - ✓ How will evaluation data be collected?
 - ✓ How will you analyze this data?
 - ✓ What statistical methods will you use?
 - ✓ When will the evaluation occur?
 - ✓ Who will perform the evaluation and what are their credentials?

PROGRAM ASSESSMENT & EVALUATION

Who Can Help at UNCG?

- Office of Assessment, Evaluation, and Research Services (OAERS) at the School of Education (UNCG)
<http://soe.uncg.edu/partners/office-of-assessment-evaluation-and-research-services>
Offers consulting services and technical resources in the areas of assessment, program evaluation, and data analysis to individuals and organizations in the Piedmont Triad, North Carolina.
- SERVE Center at UNCG, <http://www.serve.org/districtevaluation.aspx>
Includes reforms to improve teacher preparation, evaluation, recruitment and retention; curricular and professional development programs; and early childhood programs.

****Start early and make your contacts during your proposal development stage****

DISSEMINATION

- **Dissemination is the act of making the results known:**
 - to the funder
 - to the project participants
 - to your own institution
 - to other professionals in your field (locally & nationwide)
 - to the general public
- **Questions to be addressed by PI:**
 - ✓ How will the results of this project be disseminated?
 - ✓ To Whom?
 - ✓ When?
 - ✓ Where?
- **Methods of dissemination include:**
 - journal articles/publications
 - presentations at professional meetings, conferences, etc.
 - media presentations
 - classroom instruction
 - community engagement

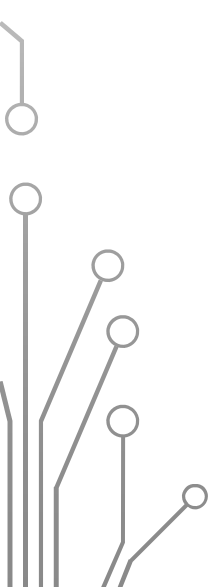
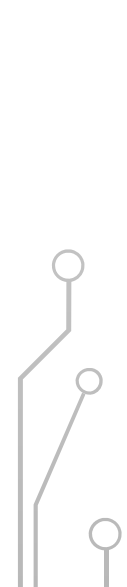
DATA SERVICES: RESEARCH DATA MANAGEMENT FROM UNCG LIBRARIES

<http://uncg.libguides.com/RDM>

- Creating a Data Management Plan- DMPTool – Create, review and share data within your research community. The DMPTool is a tool for creating ready-to-use data management plans based on the current requirements of the major funding agencies (NSF, NIH, etc.). You will need to create a free account to save your work. (<https://dmp.cdlib.org> or <https://dmptool.org>)
 - Storing your data with Box @ UNCG (<http://its.uncg.edu/box>)- Box is UNCG's cloud storage solution. Each user gets 50 GB of storage and you can share documents with others (both at UNCG and off-campus). ITS has also gathered resources on using and collaborating with Box (<http://its.uncg.edu/Box/Help>).
 - Archiving your data- NC DOCKS and data: The UNCG University Libraries has a partnership with UNC Chapel Hill's Odum Institute to archive your primary research data. This partnership is free to UNCG faculty, provides long term storage of your data, and integrates with your NC DOCKS profile. The NC DOCKS/Odum partnership will fulfill most data management plan requirements that are now commonly mandated by granting agencies (<http://libres.uncg.edu/ir/uncg>).
- Contact: **Lynda Kellam**, Data Services Librarian, lmkellam@uncg.edu



PARTS OF THE PROPOSAL

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 - Project Objectives (expected outcomes)
 - Methodology (detailed plan of action)
 - Project Personnel (who is involved)
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 - Evaluation (Your Success)
 - Dissemination (spread the word)
 - **Budget and Justification**
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PROPOSAL BUDGET

What is a Budget?

- Financial resources necessary to implement the tasks & activities outlined in the proposal
- Quantified activities; assign them a dollar value

Preparing a Budget

- Check program guidelines for:
 - a budget template
 - allowable budget items
 - items that cannot be included in budget
 - average size of an award or award limitations
- Must be large enough to cover proposed activities

PROPOSAL BUDGET (CON'T)

- Includes a numerical budget and a narrative budget justification.
- Budget items must be accounted for in the budget justification.

For every task/activity you have outlined, determine the following:

- Who will perform the proposed task?
 - **project personnel (PI, co-PI, Postdoc, Technician, Graduate/Undergraduates)**
- How much time will it take?
 - **level of effort (academic year, summer months)**
- What resources will the person(s) need?
 - **non-personnel items to include in budget (examples)**

PROPOSAL BUDGET (CON'T)

- Materials and Supplies- Directly allocable, allowable, and reasonable for the project.
- Travel- Domestic or overseas. Includes lodging, meals, transportation.
- Equipment- Has a life-expectancy greater than a year and is >\$5,000. (No F&A)
- Publications- Relating to the research findings and dissemination.
- Participant Costs- Stipends, subsistence, travel, registration fees for the participants or trainees (not UNCG employees) for a conference or training projects.
- Tuition and Fees- Graduate Students (by credit hours, in-state vs out of state).
- Consultant vs Subcontractor
 - Consultant: Expert outside of UNCG who provides advise or a service & is not involved in the overall project.
- Subcontractor: Institution or company performs a scope of work and is involved with the overall project.

PROPOSAL BUDGET (CON'T)

Direct Costs- Includes all the costs related to your project (Fringe benefits are a direct cost).

Indirect Costs= Facilities & Administrative costs- are incurred in conducting or supporting research and service but they cannot be readily identified as benefiting particular research or service projects. Budget items not included in the indirect cost calculation: participant support, tuition, equipment, portion of each subcontract in excess of \$25,000. UNCG rate is 45.5%

Total Costs = Direct Costs + Indirect Costs

UNCG BUDGET TEMPLATE

DIRECT COSTS	From:			From:			From:			Grand Total
	Salary Yr1	Effort Yr1	Amount	Salary Yr2	Effort Yr2	Amount	Salary Yr3	Effort Yr3	Amount	
Salaries			\$0			\$0			\$0	
PI (acad)			\$0			\$0			\$0	
PI (summ)	\$0.00		\$0	\$0.00		\$0	\$0		\$0	
EPA staff			\$0			\$0			\$0	
SPA staff			\$0			\$0			\$0	
Postdoc			\$0			\$0			\$0	
Graduate Student (acad)			\$0			\$0			\$0	
Graduate Student (summ)			\$0	\$0		\$0	\$0		\$0	
Undergrad Student (acad)			\$0	\$0		\$0	\$0		\$0	
Undergrad Student (summ)			\$0	\$0		\$0	\$0		\$0	
SUBTOTAL			\$0			\$0			\$0	\$0
Fringe Benefits	Rates	Per Mo	Amount		Per Mo	Amount		Per Mo	Amount	
PI (acad)	33%	0.00	\$0		0.00	\$0		0.00	\$0	
PI (summ)	33%	0.00	\$0		0.00	\$0		0.00	\$0	
EPA staff	33%	0.00	\$0		0.00	\$0		0.00	\$0	
SPA staff	37%	0.00	\$0		0.00	\$0		0.00	\$0	
Postdoc	33%	0.00	\$0		0.00	\$0		0.00	\$0	
Graduate Student (acad)	0.40%	0.00	\$0		0.00	\$0		0.00	\$0	
Graduate Student (summ)	8.05%	0.00	\$0		0.00	\$0		0.00	\$0	
Undergrad Student (acad)	0.40%	0.00	\$0		0.00	\$0		0.00	\$0	
Undergrad Student (summ)	8.05%	0.00	\$0		0.00	\$0		0.00	\$0	
SUBTOTAL			\$0			\$0			\$0	\$0
Tuition (Graduate TBA)										
Out of State										
In state										
Health Fee										
SUBTOTAL			\$0			\$0			\$0	\$0
Equipment										
SUBTOTAL			\$0			\$0			\$0	\$0
Travel (see Travel Estimation Tables)										
Domestic						\$0			\$0	
Foreign			\$0			\$0			\$0	
SUBTOTAL			\$0			\$0			\$0	\$0
Other Direct Costs										
Materials and Supplies										
Publication Costs										
Consultant Services										
Computer Services										
Equipment										
Alterations and Renovations										
SUBTOTAL			\$0			\$0			\$0	\$0
Subcontractors (DC+IDC)										
SUBTOTAL			\$0			\$0			\$0	\$0
TOTAL DIRECT COSTS			\$0			\$0			\$0	\$0
Modified Total Direct Cost (Less >25K Sub, tuition, Equipment, etc.)			\$0			\$0			\$0	\$0
Indirect Cost (MTDC)	F&A	45.5%	\$0			\$0			\$0	\$0
GRAND TOTAL			\$0			\$0			\$0	\$0



BUDGET NARRATIVE

- Describes how you arrived at the figures (calculations) included in your budget and why you need the resources
- Also referred to as a “**Budget Justification**”
- All items included in the budget should be explained in the budget narrative (in the same order listed in the budget)
- Sub-headings within the text to separate salaries, equipment, materials, travel, etc., helps the reviewers

SAMPLE BUDGET NARRATIVE

Your Name
The University of
BUDGET JUSTIFICATION

- A. Senior Personnel:**
Two months summer salary in each year is requested for the PI, XXXX, at a base of \$44,100 per year. Salary in subsequent years is calculated with a 3% increase. The role of the PI?
- B. Other Personnel:**
Funds are also requested to support one graduate research assistant in each year at a rate of \$xxxx and one undergraduate student. The role of the students?
- C. Fringe Benefits:**
Fringe benefits for faculty and staff are calculated at the University's standard rate of % of salary. Fringe benefits for graduate research assistants are calculated at the University's standard rate of % of stipend. Fringe benefits for students paid hourly (graduate or undergraduate) are calculated at the University's standard rate of % of wages.
- D. Equipment:**
Defined as an article of tangible personal property with an acquisition cost of \$5,000 or greater with an expected useful life of more than one year (No F&A).
- E. Travel:**
Funds are requested in each year for the PI and graduate assistant to travel to the XXX conference
- F. Participant Costs:** Workshops on campus.
- G. Other Direct Costs:**
- Materials and Supplies
 - Consultant- an individual hired to give professional advice or services for a fee -NOT a UM employee
 - Graduate Student tuition remission at the University's standard rate of \$3,672 per semester per student
 - Subaward- Funding goes to another institution to collaborate on the project
- H. Total Direct Costs**
- I. Facilities and Administrative Costs:**
Facilities and Administrative Costs are calculated in accordance with The University of rate agreement with DHHS, dated F&A Costs for research are calculated at % of Modified Total Direct Costs (Total Direct Costs less equipment, tuition remission, and the portion of each subgrant or subcontract in excess of \$25,000).
- J. Total Cost for the Project**

QUESTIONS?

Visit us at <http://sponsoredprograms.uncg.edu>

