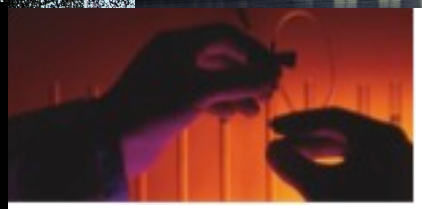
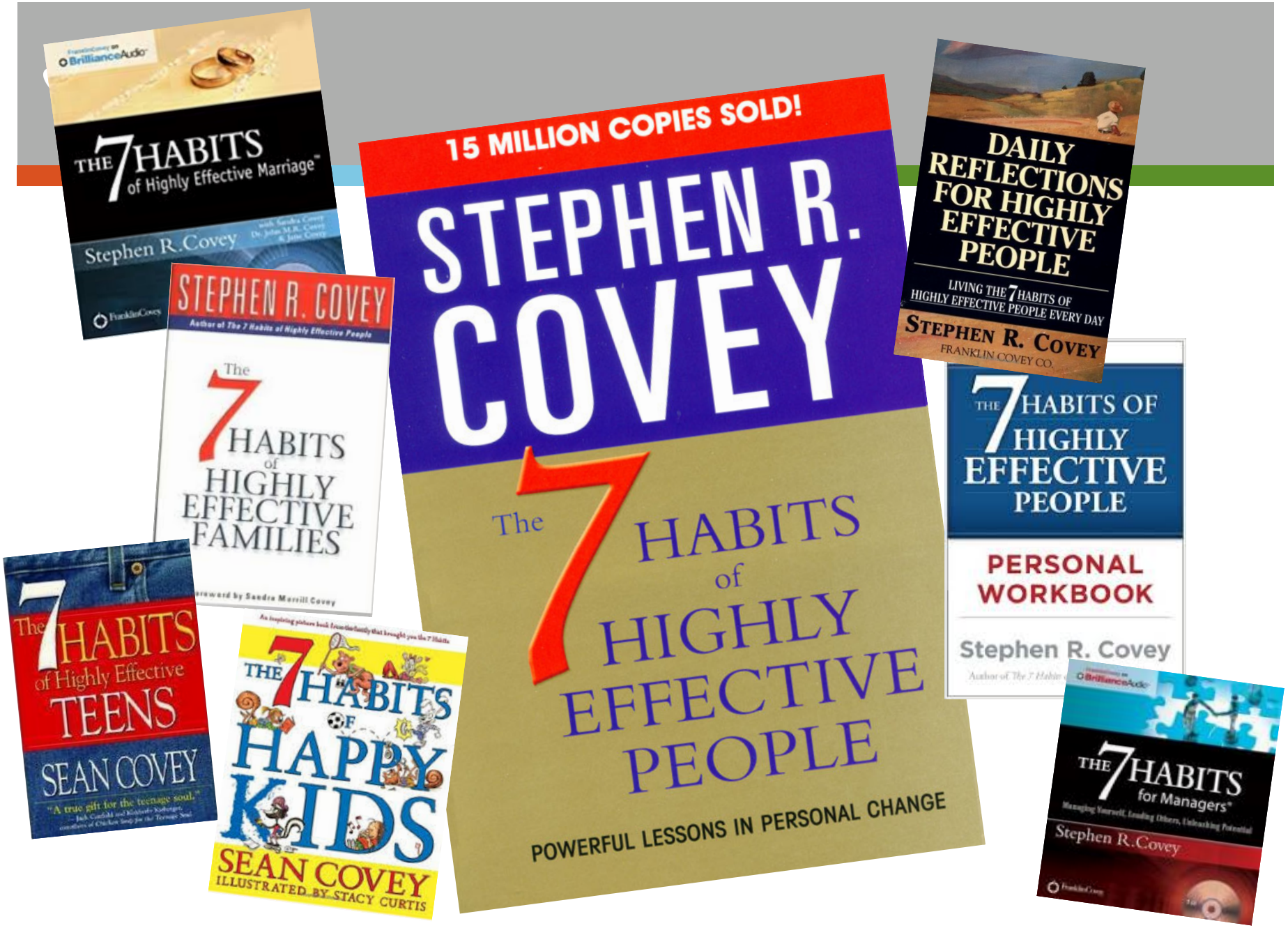
GRANTS 102



March 2017

Jackie Stein
Director of Research Development


THE 7 HABITS of Highly Effective Marriage
Stephen R. Covey
STEPHEN R. COVEY
Author of The 7 Habits of Highly Effective People
The 7 HABITS of HIGHLY EFFECTIVE FAMILIES
Foreword by Sandra Merrill Covey
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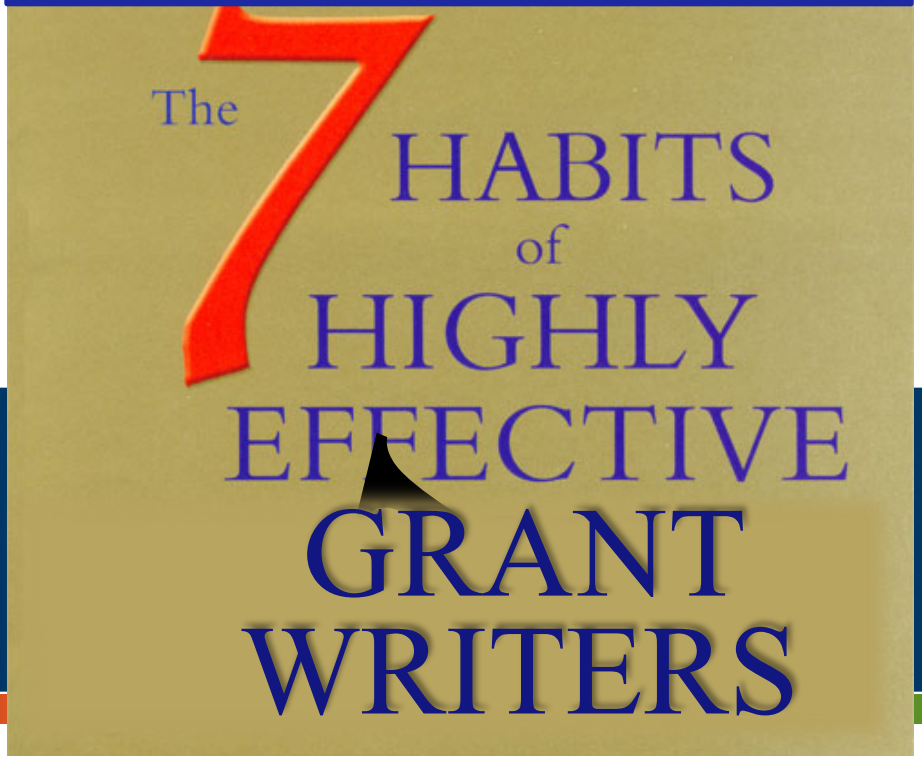
ILLUSTRATED BY STACY CURTIS
THE 7 HABITS for Managers
Stephen R. Covey

Jackie Stein

ODU Office of Research



Grants 102:

- How to approach the proposal writing process.
- Assess if a grant is a good fit for you and your research process.
- Grant writing with others.
- Continuous improvement in grant writing.

Seven Habits of highly effective people

1. They take initiative. ("Be Proactive")
2. They focus on goals. ("Begin with the End in Mind")
3. They set priorities. ("Put First Things First")
4. They only win when others win. ("Think Win/Win")
5. They communicate. ("Seek First to Understand, Then to Be Understood")
6. They cooperate. ("Synergize")
7. They reflect on and repair their deficiencies. ("Sharpen the Saw")

Take Charge of Grant Writing:

1. Be Proactive

Consider your research goals and recognize that you *can* take action now:

Network with colleagues.

Seek mentoring in areas you would like to be stronger.

Look for future funding opportunities.

Take Charge of Grant Writing:

1. Be Proactive
2. Begin with the End in Mind

Consider your future plans for research…

What are your passions?
What makes you curious?

Imagine it's 5 years into the future, and your research career has been wildly successful…

- What are you doing?
- What do you need to do *now* to get there in 5 years?

Take Charge of Grant Writing:

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First

What do you need to do differently to be able to devote more time to writing?

- The challenges of competing interests…

Competing Interests

Take Charge of Grant Writing:

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First

What do you need to do differently to be able to devote more time to writing?

- The challenges of competing interests…

For a grant project, what's likely to take the longest? Do those things first.

- Letters of support – especially if from an organization or government agency.
- Budget – contact the Research Foundation early to get on their calendar. Meet with the GCA at the Research Foundation to discuss the budget (make sure the grant funding will cover your costs!)

Proposal Submission at ODU

It begins with a project idea…

Next, the PI identifies an appropriate funding program. *

Is it a limited submission?

YES

PI ***MUST*** email **limitedsubmissions@odu.edu** and first obtain authorization to apply. An internal competition may be held to select the applicant(s).

NO

PI emails **preaward@odu.edu** for assignment of a Grant and Contract Administrator (GCA).

STANDARD NOTIFICATION LEAD TIME:

- **30 days:** standard proposals;
- **60 days:** complex proposals or proposals with sub-recipients;
- **90 days:** large program grants and centers.

The PI can also request grant development assistance.

YES

ODU Research Foundation

At ODU, all grant proposals are submitted by the Research Foundation.

- Research Foundation assigns a GCA to work with the PI on proposal.
- GCA reviews solicitation requirements, answers questions, and advises the PI on what is needed for the full submission.
- GCA develops proposal budget with input from PI.
- If outside collaborators are involved, the GCA coordinates sub-recipient proposals.
- PI approves final budget.
- GCA creates an online **Proposal Transmittal Form** that must be electronically signed by PI, any Co-PIs, Chair(s), Dean(s), and VP for Research (as required).
- GCA completes sponsor proposal package.
- GCA conducts a review of the complete proposal package and recommends changes needed for compliance.
- **GCA submits PROPOSAL.**

- PI identifies grant requirements.
- Identifies collaborators (if needed).
- Assigns responsibility for grant sections and deadlines.
- Develops proposal narrative and other sections.
- Finalizes Budget with GCA.

5 Working Days *Before* GRANT DEADLINE:

PI provides GCA with all required proposal components, such as abstract, narrative, letters of support, bios, etc.

PI provides final approval for submission.

Grant Development Specialists *can:*

- Assess project fit with funding program.
- Provide information on funders.
- Help identify collaborators.
- Advise on strategy.
- Identify proposal requirements.
- Create a writing outline.
- Help obtain institutional information.
- Edit drafts.
- Help coordinate required sections and create a unified voice for grants with collaborators.
- Compile supporting documentation.
- Provide final edits.

ODU Office of Research

Looking for FUNDING OPPORTUNITIES?

Visit the **Funding Searches** page at the Office of Research website to:

- Search the Grant*Forward* database at: **www.grantforward.com**
- Find links to videos on how to use Grant*Forward.*
- Sign up to receive the weekly **Funding Listservs.**

Contact the Research Development and Outreach Coordinator with any questions.

J.Stein2016

Your completed proposal is

DUE to Pre-award

***at least* 5 business days before the funder's deadline.**

If that deadline is not met, the Research Foundation *cannot guarantee* on-time submission.

AVOID

11th-hour Proposal Submissions

Plan ahead

to prevent problems like…

- The stress of an impending deadline, which can contribute to errors.
- Other proposals are likely to be ahead of yours in the queue.
- ODU's transmission systems could go down.
- No time for an appropriate review by the GCA.
- The department chair or dean may not be available to provide required signatures.

Take Charge of Grant Writing:

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First

What do you need to do differently to be able to devote more time to writing?

- The challenges of competing interests…

For a grant project, what's likely to take the longest? Do those things first.

- Letters of support – especially if from an organization or government agency.
- Budget – contact the Research Foundation early to get on their calendar. Meet with the GCA at the Research Foundation to discuss the budget (make sure the grant funding will cover your costs!)

Before you start writing your proposal, plan out the steps of the entire project. A Gantt chart is perfect for this and you can also use it as a "Project Timeline" or "Implementation Schedule."

Gantt Chart Example

A Gantt chart is a great way to visually "explain" your project timeline in a grant proposal. Two examples of Gantt charts are included below.

Project Timeline

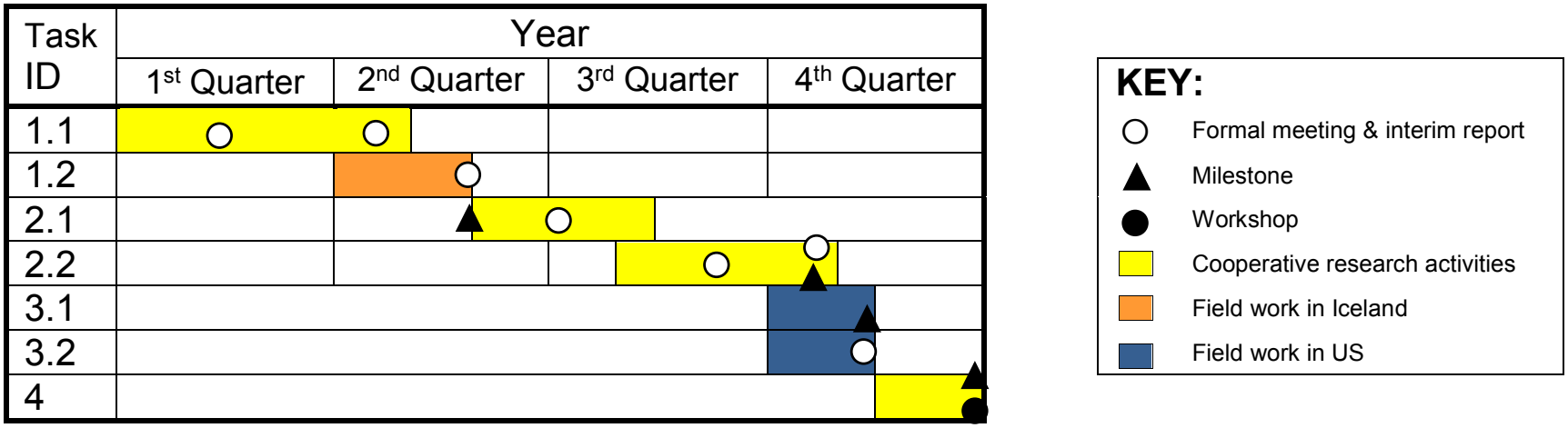


Fig. 1: Gantt chart of the project. See Task List in Table 1 below.

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win

That's how the funder sees it!

What is the funder's mission? How will your research support their mission?

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, Then to be Understood

Collaboration isn't easy!

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, Then to be Understood
6. Synergize.

Consider how you can integrate your research with other professional activities.

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, Then to be Understood
6. Synergize.
7. Sharpen the Saw

Seek out feedback. Talk with Program Officers. Go for continuous improvement!

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, Then to be Understood
6. Synergize.
7. Sharpen the Saw
8. Find your voice and inspire others to find theirs.

Teach your grad students about grant writing!

GET IN TOUCH - VISIT THE *OFFICE OF RESEARCH WEBSITE*

Office of Research Proposal Support

- **Research Development Team** – We offer strategic proposal development services for ODU tenure track and tenured faculty.
  - Review solicitation to ensure eligibility and match with project.
  - Support large/multi-disciplinary proposals.
  - Project/proposal planning.
  - Assistance identifying collaborators.
  - Review draft proposals to ensure solicitation requirements are addressed and clearly presented.
  - Intensive edits for correct language, usage, grammar and spelling.
  - ‘Quick’ final edits.

Research Development at ODU

Jackie Stein
Director of Research Development

Grant Development Specialists:

- **Barbara Mann**
- **Steve Landowne**
- **Elizabeth Saltzman**

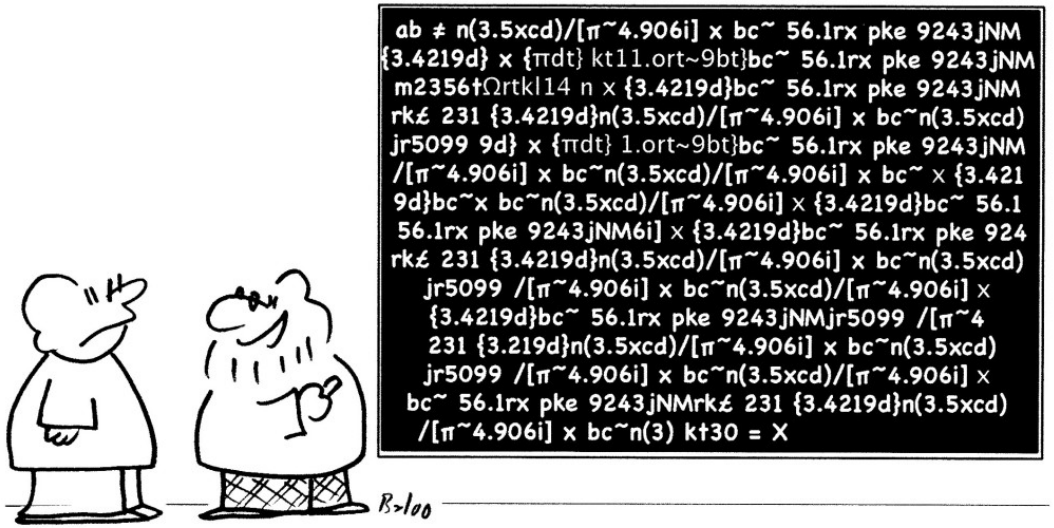
- College of Arts & Letters
- Strome College of Business
- Darden College of Education
- Batten College of Engineering & Technology
- College of Health Sciences
- College of Sciences

Research Development and Outreach Coordinator:

- **Dan Campbell**

Good Luck!

Questions?



"It's a foolproof formula for writing grant applications."