



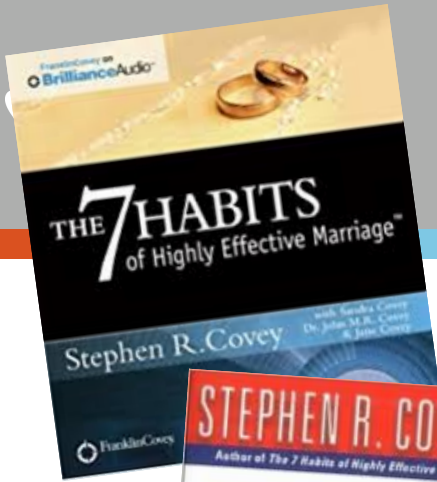
GRANTS 102



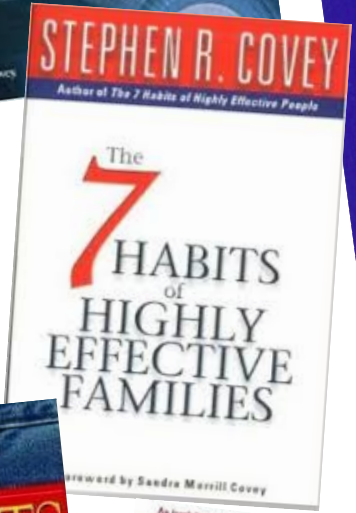
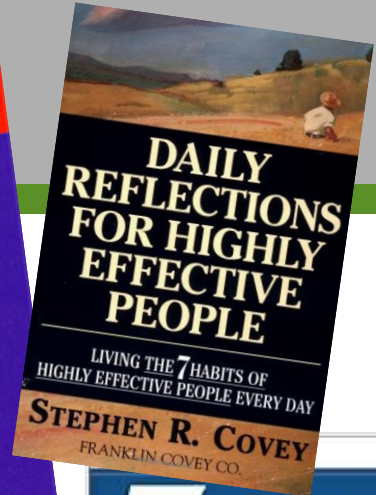
March 2017



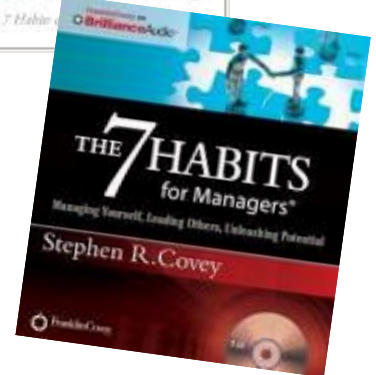
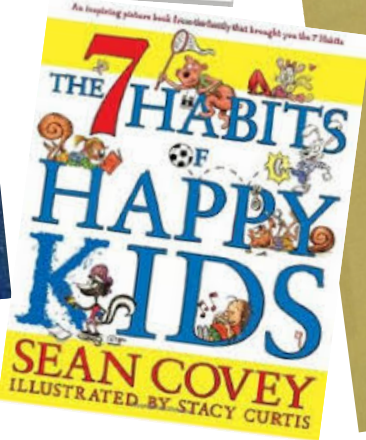
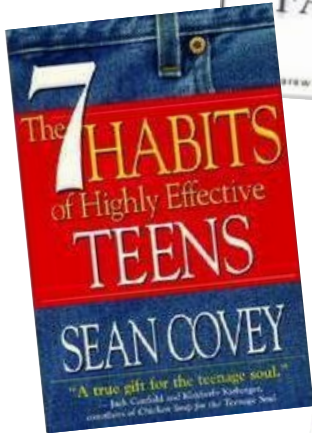
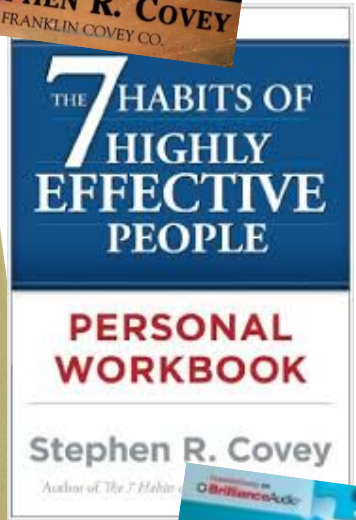
Jackie Stein
Director of Research Development



15 MILLION COPIES SOLD!
STEPHEN R. COVEY



The **7** HABITS
of
HIGHLY
EFFECTIVE
PEOPLE
POWERFUL LESSONS IN PERSONAL CHANGE



Jackie Stein

ODU Office of Research

The **7** HABITS
of
HIGHLY
EFFECTIVE
GRANT
WRITERS





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 **NO**

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

The PI can also request grant development assistance.

YES

ODU Office of Research

* Looking for FUNDING OPPORTUNITIES?

- Visit the **Funding Searches** page at the Office of Research website to:
- Search the *GrantForward* database at: www.grantforward.com
 - Find links to videos on how to use *GrantForward*.
 - Sign up to receive the weekly **Funding Listservs**.
- Contact the Research Development and Outreach Coordinator with any questions.

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 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.

- 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.



AVOID
11th-hour
Proposal
Submissions

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.

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.

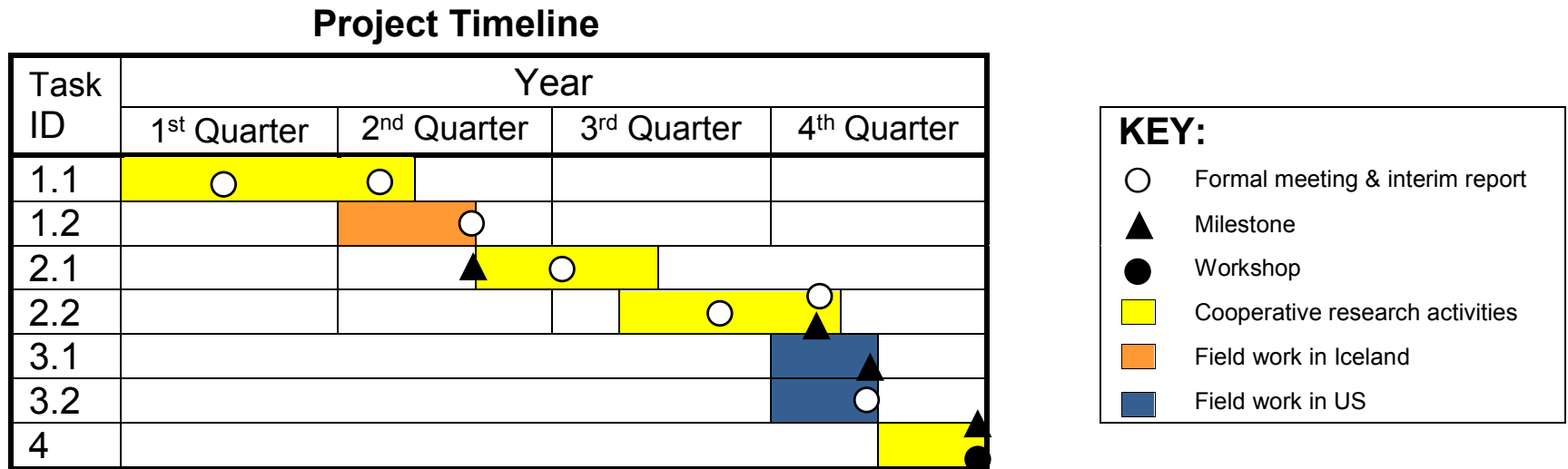


Fig. 1: Gantt chart of the project. See Task List in Table 1 below.



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

The screenshot shows the website for the Office of Research at Old Dominion University. The page features a header with the title 'Office of Research' and a navigation menu. The main content area includes a 'News' section with several articles, a 'Contact' section with the office's address and phone numbers, and a 'Full Directory' section with links to 'CALENDAR OF EVENTS', 'RESEARCH STRATEGIC PLAN', 'RESEARCH MISCONDUCT', and 'INTRAMURAL FUNDING'. There are also sections for 'RESPONSIBLE CONDUCT OF RESEARCH TRAINING' and 'REQUEST GRANT PROPOSAL SUPPORT'. A blue box highlights a link to a 'STEM-H mailing list'. Three large arrows (orange, blue, and green) point to specific elements on the page: the orange arrow points to the 'Old Dominion University Research Foundation' text, the blue arrow points to the 'Full Directory' section, and the green arrow points to the 'INTRAMURAL FUNDING' link. At the bottom of the page, there are three small images showing researchers in a lab setting.

Office of Research - Old Do

www.odu.edu/research

Office of Research

Office of Research

The Office of Research supports tenured and tenure-track faculty researchers addressing today's issues, improving the quality of life, and providing an engine for economic growth across colleges and research centers. The office establishes and oversees the university's research grant development services, research compliance initiatives, and patents and commercialization processes.

The Old Dominion University Research Foundation (a separate entity from the University) sponsored research administration services, including pre- and post-award grant and contract administration. [A Guide to Research Support](#) provides details.

News

- [CBE Graduate Student Ross Petrella was Awarded a RISE Professional Internship in Germany](#)
- [March Madness is Here, and with it a Cultural Phenomenon Surrounding NCAA Basketball Brackets](#)
- [Big Blue and VMASC Camps Offer Summer STEM Activities](#)

[More News](#)

Interested in faculty STEM-H opportunities? Join our new Broadening Participation in STEM-H mailing list.

Contact

Office of Research
203 Innovation Research Park I
4111 Monarch Way
Norfolk, VA 23529
757-683-3460 (office)
757-683-5902 (fax)

[Full Directory](#)

- [CALENDAR OF EVENTS](#)
- [RESEARCH STRATEGIC PLAN](#)
- [RESEARCH MISCONDUCT](#)
- [INTRAMURAL FUNDING](#)

RESPONSIBLE CONDUCT OF RESEARCH TRAINING

All members of the ODU community conducting research must complete the Responsible Conduct of Research (CITI) training.

[Learn more](#)

REQUEST GRANT PROPOSAL SUPPORT

[Learn more](#)

IRBNET

All submissions to the IRB, IACUC and IBC (new protocols, amendments, progress reports, and close-out reports) should be submitted electronically via IRBNet.

[Learn more](#)



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

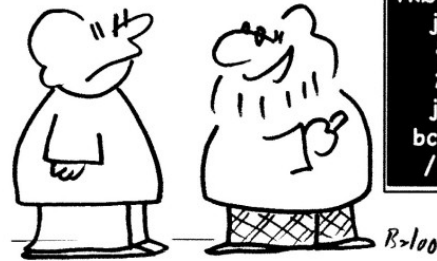
RESEARCH DEVELOPMENT AND
OUTREACH COORDINATOR:

Dan Campbell

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

Questions?

GOOD
LUCK!



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“It’s a foolproof formula for
writing grant applications.”

