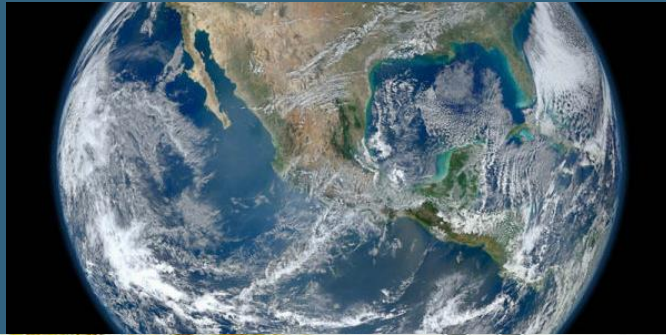
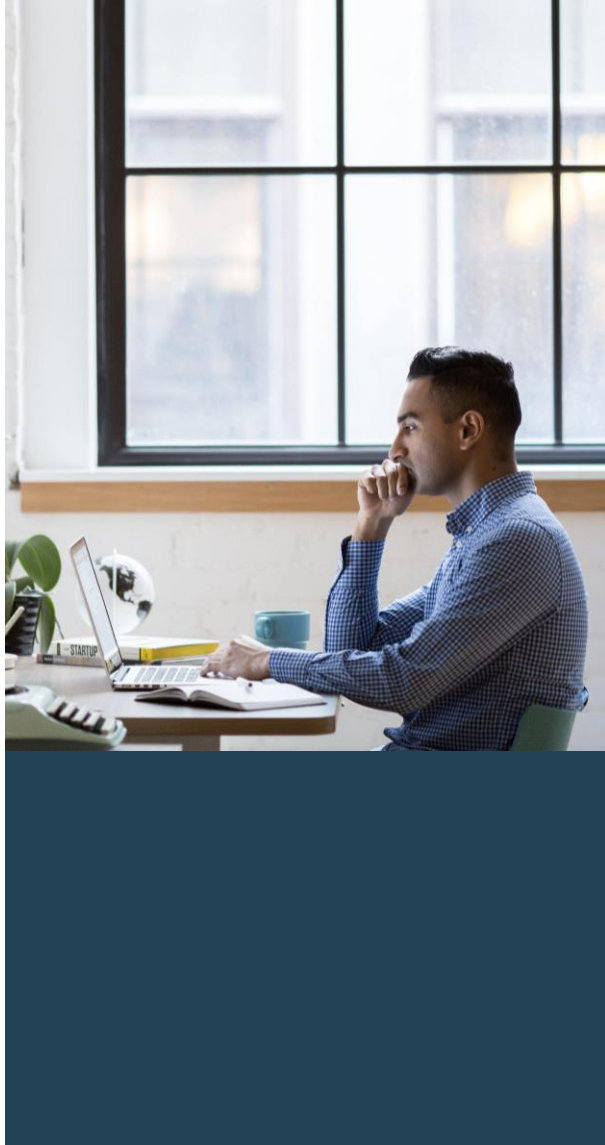


GRANTS 102



Jackie Stein
Director of Research Development
ODU Office of Research
April 2020



Grants 102:

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



Plan Ahead

What are your long-range career goals?

What do you need to do NOW to get there?

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?



Position yourself for success.

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

Know the literature... what have others already done?
– where are the gaps in knowledge?

Publish – this helps you build a cv that demonstrates you have the expertise to carry out grant-funded research.

Network with colleagues.

Seek mentoring in areas you would like to be stronger.

Look for funding opportunities that you can target for future (in 3-5+ years) applications.





Use All Resources Available to You

ODU Resources

Office of Research – proposal development, strategy, team building
Research Foundation – proposal submission & grant administration
Center for Faculty Development
ODU Libraries
Social Science Research Center
Other faculty members

Resources in your field

Journals
Conferences
Mentors and colleagues



RESEARCH DEVELOPMENT at ODU

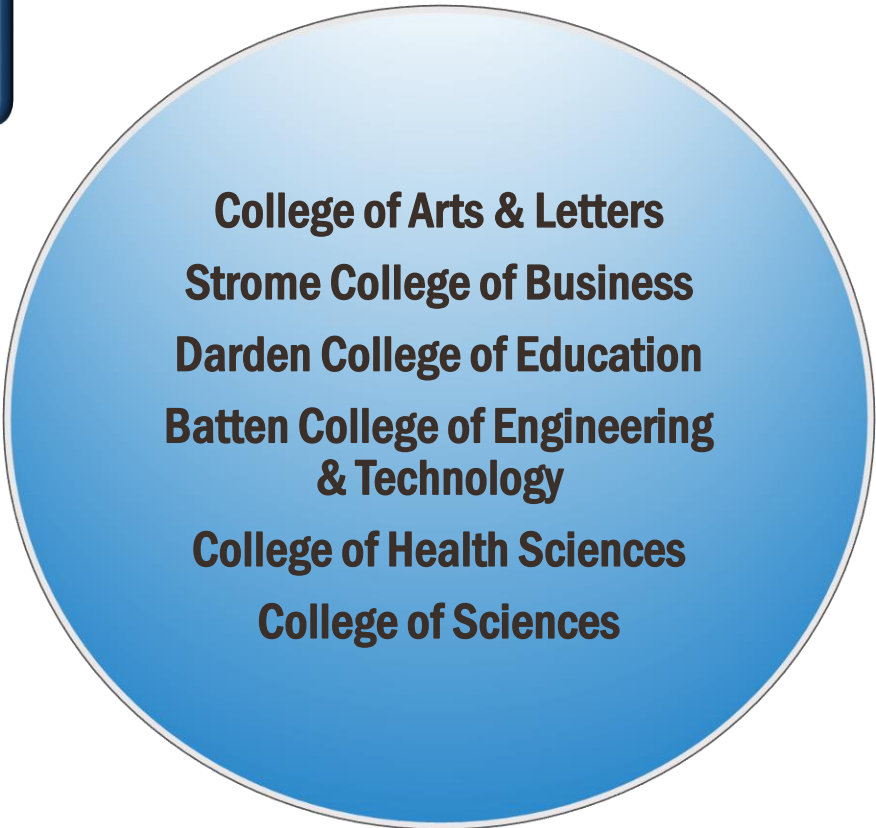
Jackie Stein
DIRECTOR OF RESEARCH DEVELOPMENT

GRANT DEVELOPMENT SPECIALISTS:

Barbara Mann

Steve Landowne

Elizabeth Saltzman



RESEARCH DEVELOPMENT & OUTREACH COORDINATOR:

Dan Campbell



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.



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

Office of Research and Innovation Organizational Chart

Office of Research

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

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

FOLLOW OUR RESEARCH VIDEO CHANNEL

RESPONSIBLE CONDUCT OF RESEARCH TRAINING

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

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 through IRBNET.



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[Learn more](#)

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[Learn more](#)



Proposal Development



Research Compliance



Innovations Commercialization



Research and Fulbright Experience Blog

ODU research news and blog posts from faculty on Fulbright award experiences.

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

SCIENCE PUBS ODU

RESEARCH STRATEGIC PLAN

RESEARCH MISCONDUCT

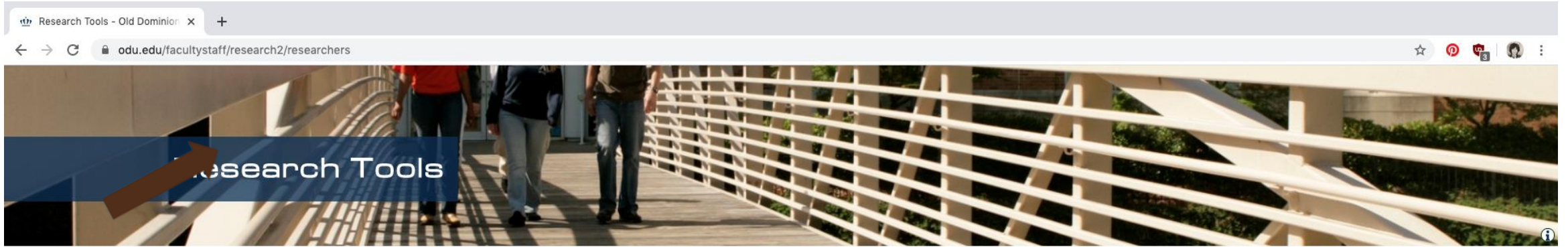
FACULTY RESEARCH, SCHOLARSHIP, AND CREATIVE ACHIEVEMENT AWARD

INTRAMURAL FUNDING

TITLE III & V AND "MSI" STATUS



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



Home > Faculty & Staff > research2 > Research Tools

Workshops
Videos and resources from our events.

RESEARCH STRATEGIC PLAN
[Learn more](#)

Funding Searches
GrantForward is ODU's funding search database.

BROADENING PARTICIPATION IN STEM-H
[Learn more](#)

Title III and V and "MSI" Status
Information for proposals regarding ODU's status

FACULTY RESEARCH, SCHOLARSHIP AND CREATIVE ACHIEVEMENT AWARD
[Learn more](#)

Innovate Locally | Transform Globally

MYODU LOGIN

Online Systems

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- [LEO Online](#)
- [PAPERS](#)
- [University-Wide Announcements](#)
- [Faculty Activity System \(FAS\)](#)
- [Lynda](#)
- [Commonwealth of Virginia Learning Center](#)
- [Banner Document Management System](#)
- [Recruiting Advantage Program](#)
- [Chromeriver](#)
- [BOA Works Login](#)
- [Monarch Workflow Manager](#)

Directories

Resources

Holiday Calendar



Human Resources – Your Colleagues

Get advice from those who are more experienced than you.





Be Aware of Challenges and Pitfalls

Time and Competing Interests



Manage Time and Balance Competing Interests

Proposals won't write themselves. You must carve out time for proposal writing – just like you must make time to develop journal articles and presentations.

- Schedule writing time and keep to your schedule.
- Many highly productive people write daily.
- It can also be helpful to partner with a colleague and check in with each other regularly about writing progress.



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

Finding Funding and Checking Fit

Search GrantForward.com (ODU's funding search engine).

Talk with colleagues and mentors.

What funders support others who do similar work?

Consider:

- Funding amount you need to do the work versus funding available.
- Level of expertise expected for type of grant. Does your cv reflect that you are qualified?
- Who has the funding supported for similar programs or in other years?
- What are the funder's stated goals? Will your research advance their mission?

**Contact the Program Officer/Manager if the funder permits.
Have a conversation about your project and ask about fit.**



Planning to Write the Proposal

But first...

Are you even *thinking* about writing a proposal?

Email PreAward@odu.edu

The Reality of Research Foundation DEADLINES

- ✓ You **MUST** notify Pre-Award that you plan to submit a proposal **at least 5 business days before the funder's deadline.**

If that deadline is not met, your proposal may not be submitted.



- ✓ 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.
- The department chair or dean may not be available to provide required signatures.
- ODU's transmission systems could go down.
- No time for an appropriate review by your GCA.



Planning to Write the Proposal

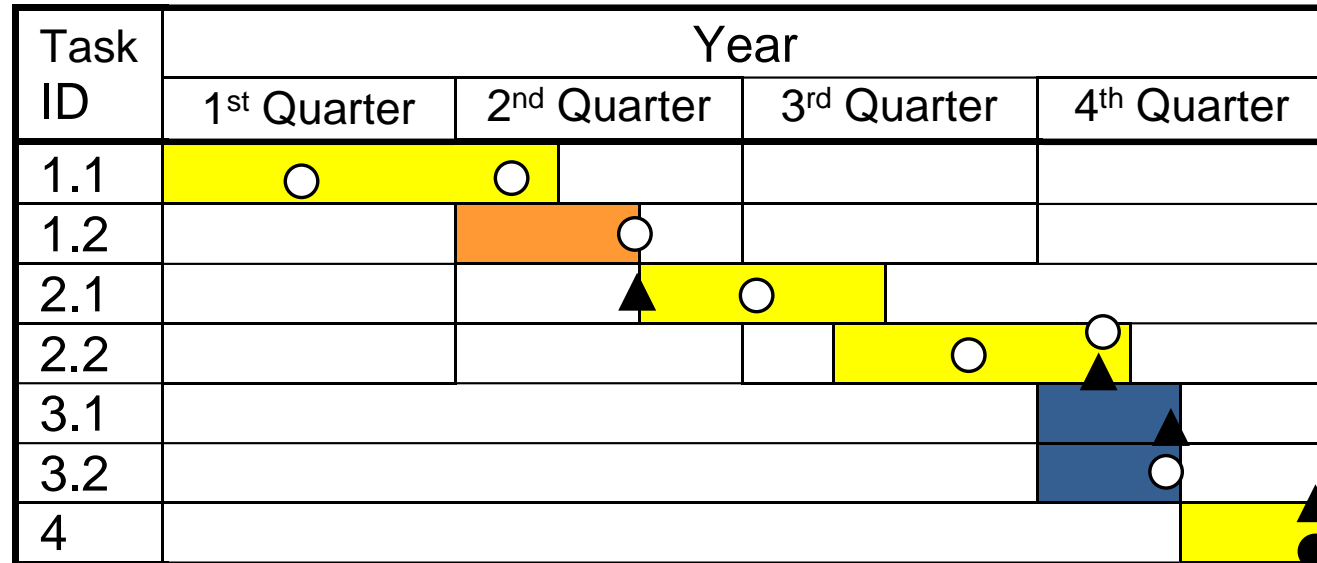
Writing a grant proposal is a project in itself:

- Understand what the proposal entails.
- Make a list of all required components... do you need partners, consultants, special permits, letters of collaboration, a digital portfolio, etc.?
- Understand the format that is required: margins, page limits, fonts.
- Make an outline of the proposal sections.
- Develop a project timeline for the research. Once you have done this you will have a better understanding of how to describe the project as you write. You may also realize that you need help or that certain steps must precede others. A Gantt Chart is perfect for this – and your proposal is likely to require a project timeline anyway.



Gantt Chart Example

Project Timeline



KEY:

- Formal meeting & interim report
- ▲ Milestone
- Workshop
- Cooperative research activities
- Field work in Iceland
- Field work in US

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





Planning to Write the Proposal

Writing a grant proposal is a project in itself:

- Set a schedule for writing with intermediate goals for completing different aspects of the proposal.
- Tackle the items that may take the longest – letters of collaboration, consultant agreements, etc. – first!
- Allow time in your proposal development plan for review by others who can give you a different perspective – plus time for revisions you may wish to make after hearing their feedback.
- Remember that you must work with the Research Foundation to develop a budget. Allow plenty of time, especially if there are subcontractors involved or if you are collaborating with someone in a different country.



Continuous Improvement

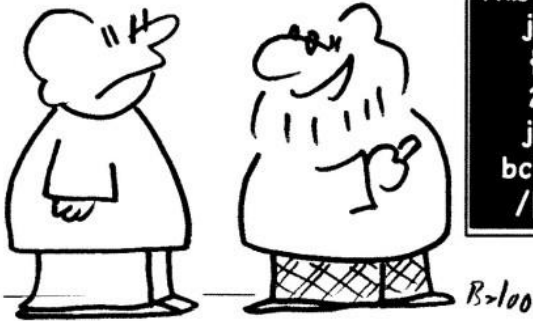
Learn from the experience of writing each grant proposal:

- Immediately after submitting it, make take to jot down your thoughts on what you would like to have gone differently. What do you want to do differently next time?
- If you get funded, think about what worked. Ask the program officer what made it stand out.
- If you didn't get funded, give yourself time to deal with disappointment and then make it a priority to learn from the experience.
- Consider reviewer feedback. What can you learn?
- Talk with the program officer for other insights s/he may may able to offer.
- Be PERSISTANT!! Try again! Use your resources!

**GOOD
LUCK!**

Questions?

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

