

Finding Funding and Proposal Preparation



Presented by the Office of Sponsored Programs
And
Foundation Relations

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Outline

- Who we are and what we do
- Defining the funders –Government (Federal, State, and Local) Private and Non-profit
- Show me the money –Finding \$\$
- Proposal Writing
- How do I submit a proposal at USD?
- Questions?

Outline



"O.K., let's slowly lower in the grant money."

Todd Bearson
Arlington, Mass.

Who We Are

Office of Sponsored Programs

Kimberlee Eudy, Director

Traci Merrill, Assistant Director

Karen Molenda, Grant Manager

Joanne Draper, Executive Assistant

www.sandiego.edu/sponsored-programs



What We Do

Pre-Award

- Proposal Searches
- Proposal Review
- Institutional Approvals
- Proposal Submission

Post-Award

- Award review, negotiation and acceptance
- Award set-up
- Authorize Personnel /Procurement requests
- Ensure compliance with award terms and conditions



Types of Funders

Government Funders

- Federal
- State
- Local
 - County, City, Municipal Boards, School Boards, etc.



Know your Audience

- Federal grant applications are typically submitted in response to an RFP
- 1000's of applications
- Review Committee with expertise in the field.
Doesn't mean that the entire review committee is an expert in your area of research!

Types of Funders

Private Funders

- Corporations
- Industry Associations
- Foundations
- Research Institutes
- Professional Associations & Societies



Know your Audience

They are NOT the NSF, NIH, NEA, DoD or traditional government funding agencies

Remember: you are asking them for money, they did not ask you for a proposal

Reviewers generally will be

- Both applied technical/creative and business people at corporations
- Program officers at foundations, but not always
- Reasonably educated “lay” people in most cases, so avoid the jargon, but don’t talk down to them



Differences between Government and Private Grants

Government

- Program areas well defined
- Committed to making an award
- Competitive
- Peer review
- Result: grant or contract

Private For Profit (Corporations)

- Enlightened self-interest
- Not committed to “giving away” \$
- Non-competitive
- Bottom line
- Result: grant or contract

Differences between Government and Private Grants (cont'd)

Government

- Program areas well defined
- Committed to making an award
- Competitive
- Peer review
- Result: grant or contract

Private Non-Profit (Foundations)

- Program areas broadly defined
- IRS rules determine \$ available
- “Non-competitive”
- No peer review
- Result: grant

Some things to be aware of when dealing with the private sector

IP may be an important negotiating point in a grant or contract

- Often not an issue with foundations
- Increasingly an issue with corporations & some nonprofits

Publication restrictions

Export controls

Additional Contract Clauses

Product vs. research

Finding Funding

www.benitaepstein.com

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"Our research is solidified,
but our funding has vaporized."

Where to Search for Opportunities

USD Office of Sponsored Programs Funding Opportunities Website

<http://www.sandiego.edu/sponsored-programs/funding/index.php>

Links to Databases :

Community of Science

Searchable for Funding, Scholars and Calls for Papers

Grant Advisor Plus

Grants Alert

Grants Net



Where to Search for Opportunities (cont'd)

Foundation Center Directory (library)

Foundation Center Database – OSP and Foundation Relations have subscription



COS – Community of Science

Helps you find the funding information you need quickly and easily.

- Comprehensive – contains over 24,000 records from numerous sponsor types across all disciplines, making it the world's largest funding database.
- Easy to use – offers varied and intuitive search interfaces, downloadable search results, direct links to records, and search tracking/saving.
- Current information – updated daily by a team of specialized editors.
- Quality data – obtained directly from the sponsoring organizations to ensure quality and reliability.



COS Sample Record

View Record - Microsoft Internet Explorer provided by University of San Diego

http://csaweb109v.csa.com/ids70/view_record.php?id=3&recnum=6&log=from_res&SID=m1n76mhvf

File Edit View Favorites Tools Help

NSF FastLane Home Commons Suggested Sites Web Slice Gallery

View Record

Database COS Funding Opportunities

Title **Sea Turtle Conservation Fund**

Descriptors Conservation **Biology** Fish and Fisheries Herpetology Marine **Biology** Marine Ecology Marine Zoology Wildlife

New Search Using Marked Terms: Use **AND** to narrow Use **OR** to broaden

Add to Current Search: Use **AND** to narrow Use **OR** to broaden

Sponsor [National Fish and Wildlife Foundation \(NFWF\)](#)

Sponsor Type Other Nonprofit

Deadline April 1, 2011

Deadline Note **Anticipated deadline. A deadline for the next cycle has not been confirmed. The record will be updated when new program information becomes available.**

Pre-proposals must be submitted via the Foundation's online system, in English, and received by 11:59 p.m. Eastern Daylight Time on April 1, 2010 (no exceptions). Upon receipt and competitive evaluation of the pre-proposal, the Foundation will invite successful applicants to submit a full proposal. Applicants will be notified by November 30, 2010, as to the status of their preliminary applications and whether they are invited to submit a full proposal. Awards for this program are scheduled to be announced in early April 2010.

Amount \$25,000

Upper Amount \$150,000

Amount Note The majority of awards under this program will fall in the range of \$25,000 to \$150,000. However upper or lower limits to award size are not specified. Projects may extend from one to three years. Additional year funds are not guaranteed to be available in future years to supplement awards made as a result of this review.

Eligibility All persons, organizations, and agencies (excluding U.S. Federal Government) working on projects to increase the populations of North Atlantic leatherbacks and loggerheads, Caribbean hawksbills, Kemps ridley, East Pacific leatherbacks, hawksbills, greens and loggerheads. Applications for funding for land or easement acquisition, political advocacy, lobbying, or litigation will not be considered.

Citizenship Unrestricted

Activity Location Caribbean; Central America; North America; South America

Requirements Academic Institution: Commercial: Government: Graduate Student: Nonprofit: Ph.D./M.D./Other

Internet 125%

Grantadvisor Plus

<http://www.grantadvisor.com/tgaplus/>

Monthly links deadlines for:

Fine Arts Education Humanities International
Sciences Health Related Social Sciences
Unrestricted / Other Federal Register
Minorities / Women

Grantadvisor Plus Sample Record

Deadline Memo - FINE ARTS - Microsoft Internet Explorer provided by University of San Diego

http://www.grantadvisor.com/tgaplus/finearts.htm

File Edit View Favorites Tools Help

★ Favorites NSF FastLane Home Commons Suggested Sites Web Slice Gallery

Deadline Memo - FINE ARTS

FINE ARTS

Deadline Memo - September 2010

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- [All links open a second browser window](#) and require [Netscape Navigator](#) or [Internet Explorer](#).
- + column indicates new or changed entry since last issue.
- DUE column provides application due date. ANY = any time, except as noted.
- ACRONYM column provides link directly to funding organization or agency (where available).
- PROGRAM column provides additional links (where applicable and available), as follows:
 - [FR:mm/dd/yy](#) - complete Federal Register text;
 - [FR:mm/dd/yy](#) - Federal Register GPO Access search page;
 - [NSF-DOC](#) - documents from National Science Foundation web site;
 - [Email](#) - email address;
 - [Abstract](#) - summary description, with all relevant information.

+ DUE	ACRONYM	PROGRAM	PHONE FAX
SEP 2	NEA	Arts on Radio and Television - Email - Abstract	202/682-5738
SEP15	GRAHAM	Graham Foundation: Grants in Architecture and Related Arts - deadline for organizations FEB 25, deadline for individuals SEP 15 - Email - Abstract - ALSO DUE: FEB25	312/787-4071
SEP15	GUGGENH	John Simon Guggenheim Memorial Foundation: Fellowships to Assist Research and Artistic Creation - Email - Abstract	212/687-4470 212/697-3248
SEP15	MDC	MacDowell Colony Residencies for Writers, Composers, and Artists - Email - Abstract - ALSO DUE: JAN15 APR15	603/924-3886 603/924-9142
SEP15	VCCA	Virginia Center for the Creative Arts: Residential Fellowships - Email - ALSO DUE: JAN15 MAY15	434/946-7236
SEP21	NGA	National Gallery of Art: Visiting Senior F'ships & Associate Appointments - Abstract - ALSO DUE: MAR21	202/842-6482 202/789-3026
SEP24	NYPL	NY Public Library/Cullman Center for Scholars and Writers: Fellowships - Email - Abstract	
+ SEP30	ED	Jacob K. Javits Fellowship Program - Graduate Fellowships in the Arts, Humanities, and Social Sciences - FR:08/13/10 - Email	202/502-7542
OCT 1	RADCLIF	Radcliffe Institute Fellowships - creative arts, humanities, and social sciences - Email - Abstract	617/496-1324
OCT 5	AAC	American Antiquarian Society Fellowships for Creative and Performing Artists and Writers - Email - Abstract	508/474-2424

Internet 125%

Email Alerts

EDInfo

The U.S. Department of Education EDInfo alert

<http://www.ed.gov/news/newsletters/edinfo/index.html>

Environmental Protection Agency

http://www.epa.gov/newsroom/email_signups.htm.

The Foundation Center

Newsletters <http://foundationcenter.org/newsletters/>

GrantsNet

Science's Next Wave GrantsNet, www.grantsnet.org/, notifications on funding opportunities in the biological and medical sciences.

H-Net Online – Humanities and Social Science announcements

<http://www.h-net.msu.edu/announce/group.cgi?type=Funding>

National Science Foundation allows you to receive notifications about new content posted on the NSF website. <http://www.nsf.gov/>



Email Alerts

NASA

<http://spacescience.nasa.gov/announce/listserv.htm>.

National Institutes of Health (NIH)

<http://grants.nih.gov/grants/guide/listserv.htm> includes the full text of all Requests for Applications

National Endowment for Humanities

<http://www.neh.gov/news/nehconnect.html>

National Institute for Standards and Technology (NIST)

Bimonthly Reports http://www.nist.gov/public_affairs/subscr.htm



Custom Searches

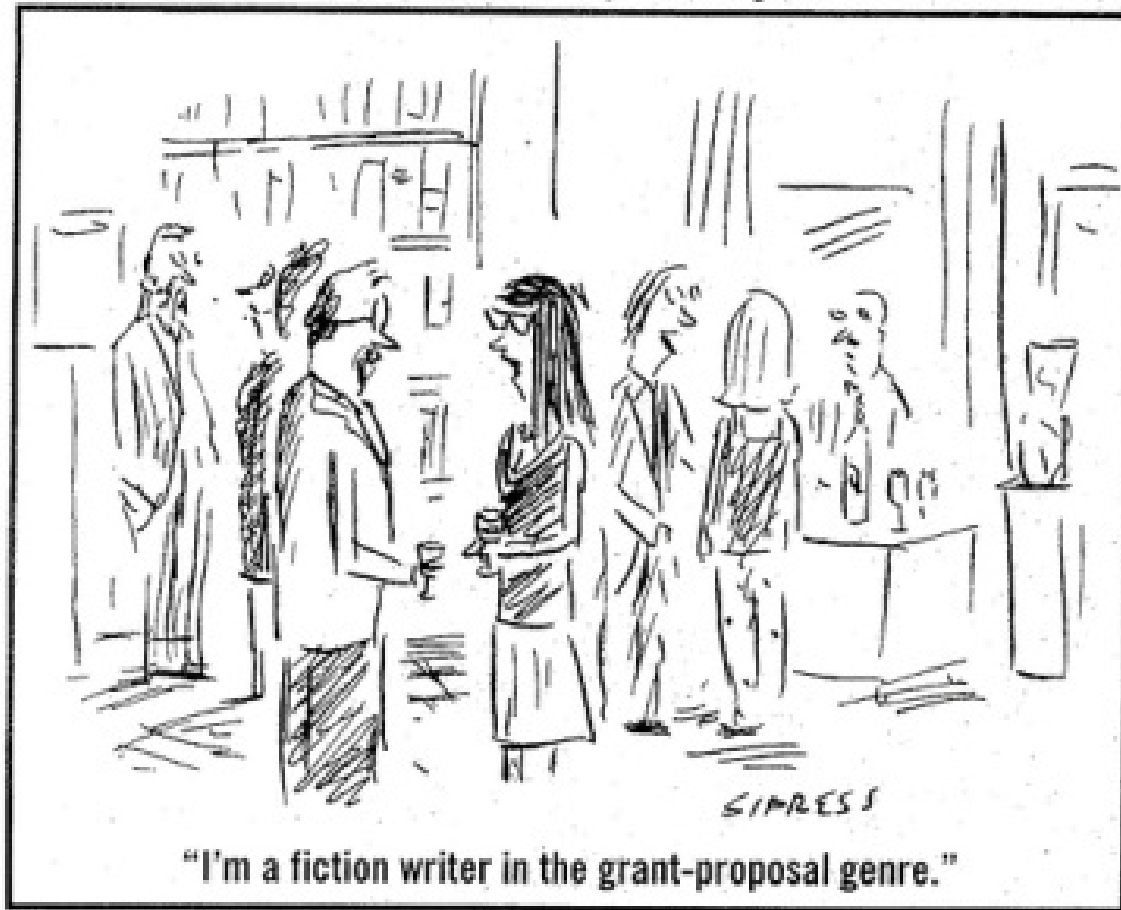
- Consult/Discuss Funding Possibilities with OSP
- Email information to OSP for search
- OSP Database of Faculty Research Interests

Talk to us!!

Other ways to find funding

- Previous funders
- Previous colleagues/collaborators
- Sponsors that have funded your colleagues
- Industry contacts
- Professional associations
- Web searches

Proposal Writing










Before your Write—Get Organized!








- Brainstorm the proposal with your team before you write
- Develop a proposal writing timeline
- Develop a checklist
www.proposalwriter.com/checklist.html
- Remember to plan for the unexpected!

Some Do's and Don'ts

Do's

-  Read guidelines
-  Ask questions
-  Write clearly
-  Use their terminology
-  Allow plenty of time
-  Keep it short <10 pp
-  Get to the point in the beginning of the proposal

Don'ts

-  Skip guidelines
-  Make assumptions
-  Be vague
-  Use jargon
-  Wait until last minute
-  Send 30+ pages
-  Wait until page 7 to explain why this is really important

Tell your review what they need to know

- **WHY** it needs to be done?
- **WHAT** you propose to do?
- **WHO** will do the work?
- **HOW** much will it cost?
- **HOW** you will evaluate the project?

Writing the Proposal

Think like a reviewer









A. Format the proposal so that it is easy to:

- 1) find key points (like answers to the review criteria)
- 2) read & appreciate
- 3) Directly address the reviewers comment format.
- 4) Type the guidelines into your narrative so the reader knows exactly where you are.

Elements of a Proposal

- ▶ RFP/RFA
- ▶ Scope of Work
- ▶ Budget
- ▶ Narrative
- ▶ Student Aid
- ▶ Release Time
- ▶ Subcontracts
- ▶ Cost Share
- ▶ Export Control
- ▶ Risk Management
- ▶ Space Needs
- ▶ Intellectual Property
- ▶ Conflict of Interest
- ▶ Animal Care
- ▶ IRB
- ▶ Hazardous Materials
- ▶ F&A/Indirects

Now that you have finished writing...

-  Put it aside
-  Have someone else read it
-  Swallow your pride
-  Give them a **red** pen
-  Let them ask “dumb” questions
-  Call program officer with questions
-  Revise, format, spellcheck
-  Mail it on time!

Proposal Submission Process at USD



The Routing Form and Getting Approval

- Download the [Routing Form](#) from the OSP website
- Complete it and all additional required forms for review and signature by your Chair and Dean
 - Indirect Cost Waiver
 - Faculty Release Form
- Bring the completed forms to OSP for review and approval by the Provost.
- What if my proposal is going to be submitted to a private sponsor? Is the process different?

Submission

- Electronic vs. Paper Submission
- Grants.gov, NSF fastlane, other federal submission websites
- Non-Federal Submissions

Questions

