

Proposal Preparation

NSF Regional Grants Conference

April 4 - 5, 2005

Oakland, CA

Hosted by: MESA, University of California
Office of the President



Ask Us Early, Ask Us Often!!

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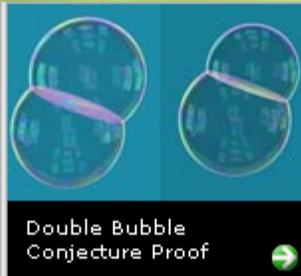
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Grant Proposal Guide (GPG)

- Provides guidance for preparation and submission of proposals to NSF
- Specifies process for deviations including:
 - individual program solicitations; and
 - written approval of cognizant AD or designee
- Describes process -- and criteria -- by which proposals will be reviewed
- Outlines reasons why a proposal may be returned without review

GPG (cont'd)

- ➔ Describes process for withdrawals, returns & declinations
- ➔ Describes the award process and procedures for requesting continued support
- ➔ Identifies significant award and administration processes

GPG (cont'd)

- Details process for submission of collaborative proposals via:
 - Issuance of one proposal that contains a subaward from the proposer to the collaborating organization; and
 - Submission of separate proposals for collaborating organizations
 - **Note:** contact with cognizant NSF Program Officer is strongly encouraged prior to submission



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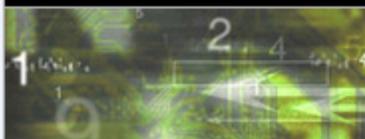
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FUNDING SEARCH

Full Text:

NSF

Organization:

- Any
- BIO: Biological Sciences
- BIO/DBI: Biological Infrastructure
- BIO/DEB: Environmental Biology
- BIO/EF: Emerging Frontiers

[Program Status:](#)

- Active Funding Opportunities
- Currently Funded Programs
- Archived Programs

Search



Reset

What to Look for in a Program Announcement/Solicitation

- Goal of program
- Eligibility
- Special proposal preparation and/or award requirements



Program Announcement vs. Solicitation

Program Announcement

- Unsolicited proposals
- Follow GPG guidelines
- NSF merit review criteria
- No cost sharing beyond statutory 1%
- No deadline date

Program Solicitation

- Solicited proposals
- May deviate from GPG
- May include additional merit review criteria
- If cost sharing is required, it will be explicitly stated in solicitation
- Established proposal due date

Types of Proposal Submission

- No deadlines
- Deadlines
- Target dates
- Submission Windows
- Preliminary proposals
- Letters of Intent

Sections of an NSF Proposal

- Cover Sheet
- Project Summary
- Table of Contents
- Project Description
- References Cited
- Biographical Sketch(es)
- Budget
- Current & Pending Support
- Facilities, Equipment & Other Resources
- Special Information & Supplementary Documentation

A Good Proposal

- A good proposal is a good idea, well expressed, with a clear indication of methods for pursuing the idea, evaluating the findings, making them known to all who need to know, and indicating the broader impacts of the activity.

Proposal Development

➤ Key Questions for Prospective Investigator

1. What do you intend to do?
2. Why is the work important?
3. What has already been done?
4. How are you going to do the work?

(USPHS)

Proposal Development Strategies

Individual Investigator

- ➔ Determine your long-term research/education goals or plan
- ➔ Develop your bright idea
 - Survey the literature
 - Contact Investigators working on topic
 - Prepare a brief concept paper
 - Discuss with colleagues/mentors

Proposal Development Strategies

Individual Investigator (cont'd)

- Prepare to do the project
 - Determine available resources
 - Realistically assess needs
 - Develop preliminary data
 - Present to colleagues/mentors/students
- Determine possible funding sources
- Understand the ground rules

Proposal Development Strategies Individual Investigator (cont'd)

- Ascertain overall scope and mission
 - Read carefully solicitation instructions
 - Determine where your project fits
 - Ascertain evaluation procedures and criteria
 - Talk with NSF Program Officer:
 - Your proposed project
 - Specific program requirements/limitations
 - Current program patterns
 - Coordinate with your organization's sponsored projects office

Budgetary Guidelines

- Amounts
 - Reasonable for work - Realistic
 - Well Justified - Need established
 - In-line with program guidelines

- Eligible costs
 - Personnel
 - Equipment
 - Travel
 - Participant Support
 - Other Direct Costs (including subawards, consultant services, computer services, publication costs)

Budgetary Guidelines (cont'd)

- General Suggestions
- All funding sources noted in Current and Pending Support
- Help from Sponsored Projects Office

Budgetary Guidelines - Cost Sharing

- Unless a program solicitation specifies otherwise, **do not**:
 - include cost sharing amounts on Line M of the proposal budget; or
 - exceed the cost sharing level or amount specified in the solicitation

Getting Support in Proposal Writing

- NSF Publications
 - Program Announcements/
Solicitations
 - Grant Proposal Guide
 - Web Pages
 - Funded Project Abstracts
 - Reports, Special Publications
- Program Officers
 - Incumbent
 - Former “Rotators”
- Mentors on Campus
- Previous Panelists
- Serve As Reviewer
- Sponsored Research Office
- Successful Proposals

Small Grants for Exploratory Research (SGER)

- Novel untested ideas; new research areas; urgency
- Abbreviated proposal; limited award amount
- Expedited review