



University
of Idaho

*Zoom participants: Please
keep your microphone muted
until the Q&A session*

TIPS FOR WRITING COMPETITIVE PROPOSALS

RESEARCH AND FACULTY DEVELOPMENT
FACULTY SUCCESS SEMINAR SERIES

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Office of Research and Faculty Development

Please note that this session is being recorded

OFFICE OF RESEARCH AND FACULTY DEVELOPMENT

I We provide proposal development assistance across the spectrum



I Meet goals in the UI strategic plan – grow research and creative efforts across all disciplines

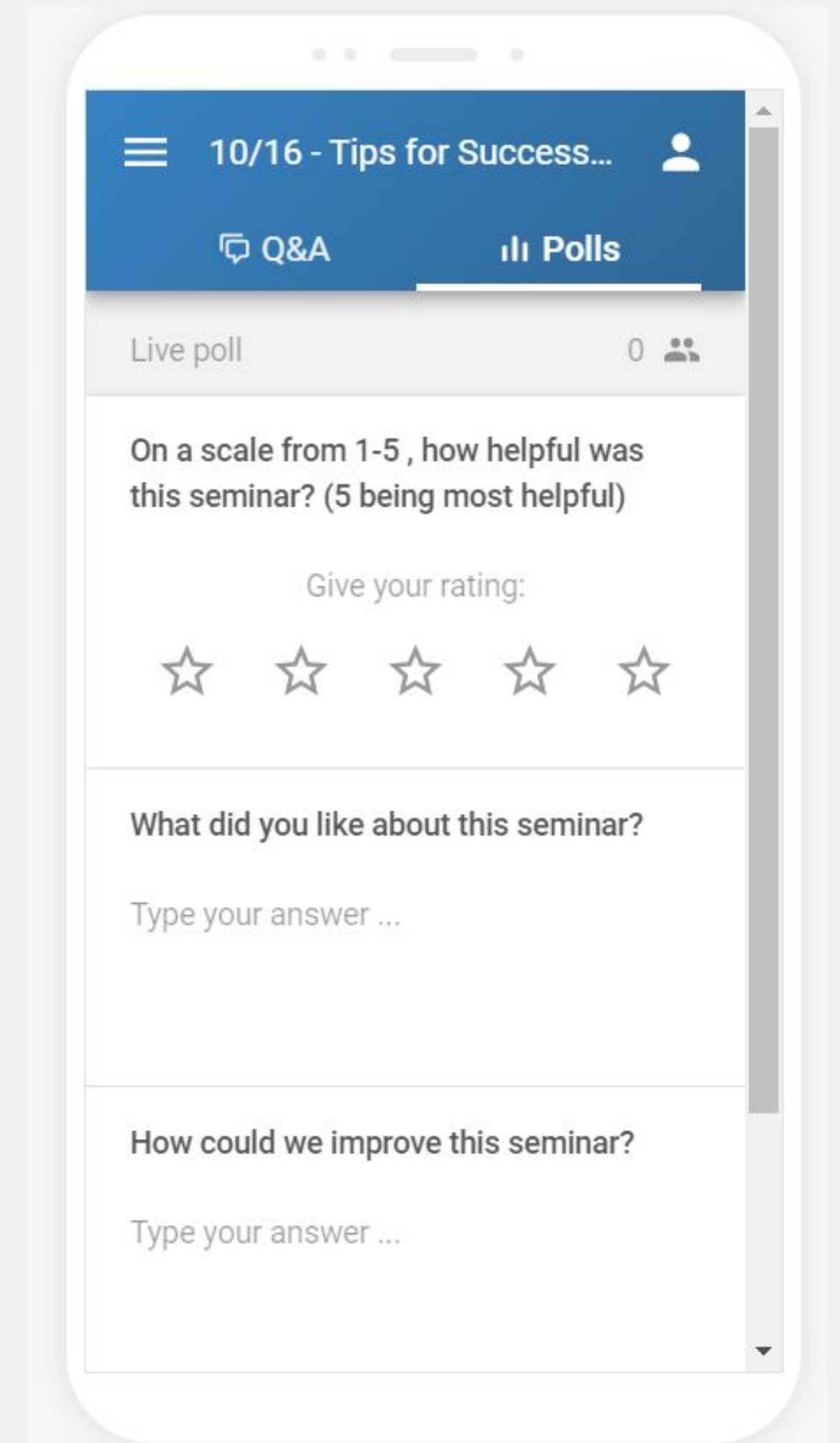
I Reach out to request service – uidaho.edu/orfd

All services are optional and are granted on a first come, first served basis

HELP US IMPROVE OUR SEMINARS

- I After the Q&A session: brief 3 question sli.do poll
- *On a scale from 1-5, how helpful was this seminar?*
 - *What did you like most about this seminar?*
 - *How can we improve this seminar?*

www.slido.com or use the **sli.do** app (Use code #FSS)



OBJECTIVES

IN THIS SESSION:

- I Tips for writing a strong proposal in all disciplines
 - Before and during writing
- I University of Idaho support for proposal development



I AUDIENCE POLL: Submitted proposals before? Planning to submit in the next year?

GETTING STARTED

ASSEMBLE YOUR TEAM & TIMELINE

- I Writers and architects** (Co-PIs, senior personnel, postdocs, etc.)
 - I External Partners** (e.g., research archivists, school districts, etc.)
 - I Consultants** (Facility core leaders, external evaluators, graphic designers, etc.)
 - I Research Administrators** (SPA, DGA, external grants specialists)
 - I Development Specialists** (editors, organizers, proposal experts)
 - I Advocates/Approvers** (Department head, institute directors)
 - I Mentors** (successful PIs, graduate advisors, colleagues)
 - I Other** – external reviewers, accountability partners, etc.
- I Timeline** – 2-3 month proposal development process, weekly meetings

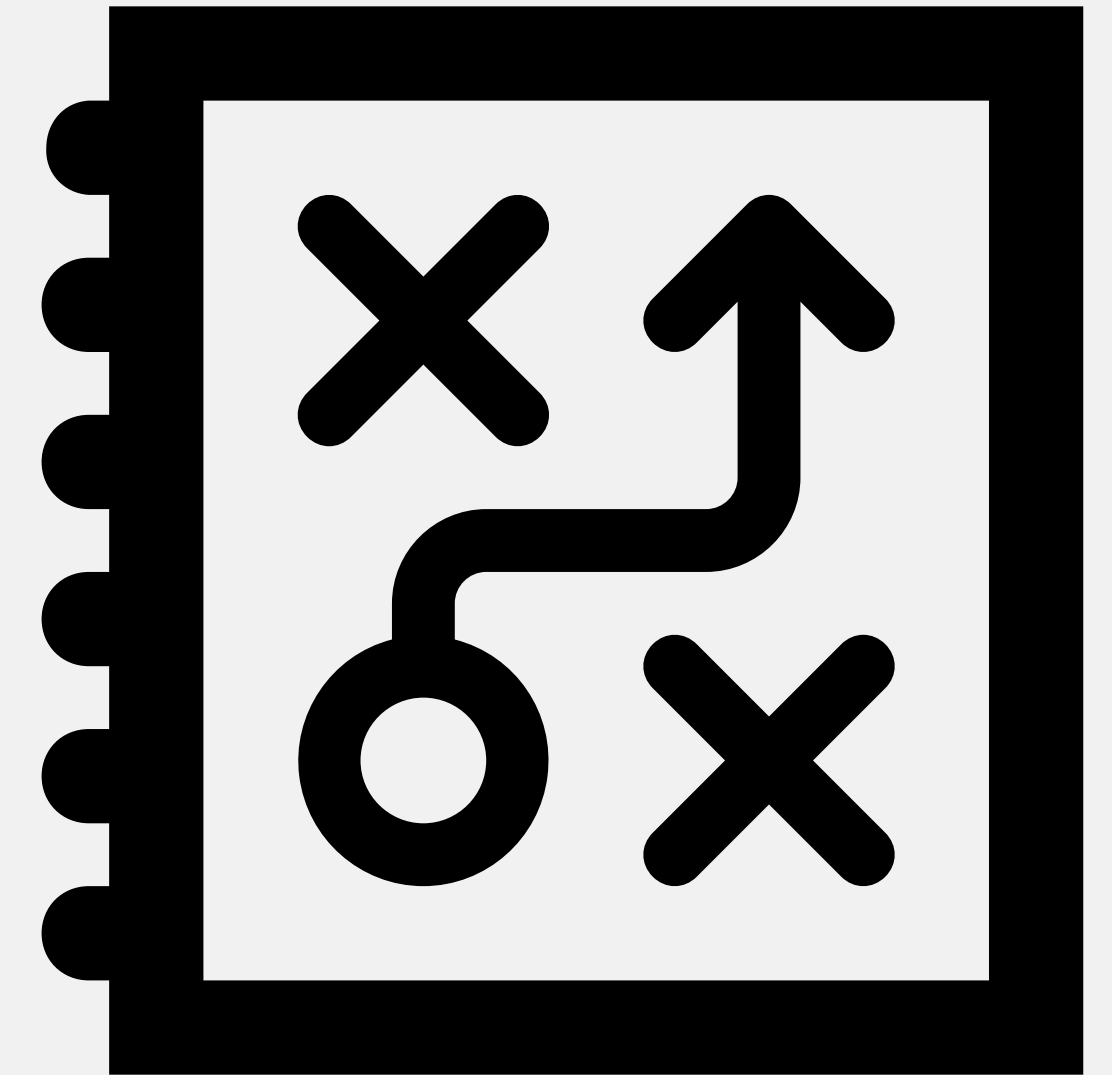


GETTING STARTED



PRE-PROPOSAL PREP:

- I** Read (and reread) the RFP/RFA/BAA/solicitation
 - Eligibility, keywords, areas of interest, budgetary restrictions, preparation guidelines
- I** Read funded proposals
- I** Contact your Program Officer
 - At least 2-6 months ahead of proposal deadline
 - Develop a one-page project overview
 - Send a brief email requesting a phone conversation about your overview
 - Follow up phone conversation – *listen carefully!*
- I** Budget & budget justification – *do this EARLY*
- I** Write the proposal.



FIND TIME TO WRITE

TIPS:

- I When do you write?
- I Collect strategies from successful proposal writers and mentors
- I Schedule regular time to write on your calendar
 - STICK with this
 - Limit distractions
 - Find what works for you
- I Find accountability partners*



CONSIDER YOUR AUDIENCE

SPONSOR PERSPECTIVE:

- I Understand sponsor mission and review criteria
- I Read abstracts of previously funded projects
- I Solicitation specifics
 - Keywords and phrases – use these!
- I Your project must align with and enhance the sponsor's goals/mission
 - It is your job to demonstrate this alignment to the funder
 - NOT a manuscript - sales pitch
 - What's in it for *them*(not you)?
- I Most challenging part of proposal development – requires a new set of skills



CONSIDER YOUR AUDIENCE



REVIEWER PERSPECTIVE:

I Peers (?)

- Potentially varying backgrounds
- Proposal needs to be understood by an educated individual who isn't necessarily an expert in your field
- But! You also need to provide the details that experts in your field will expect to see

I Volunteers

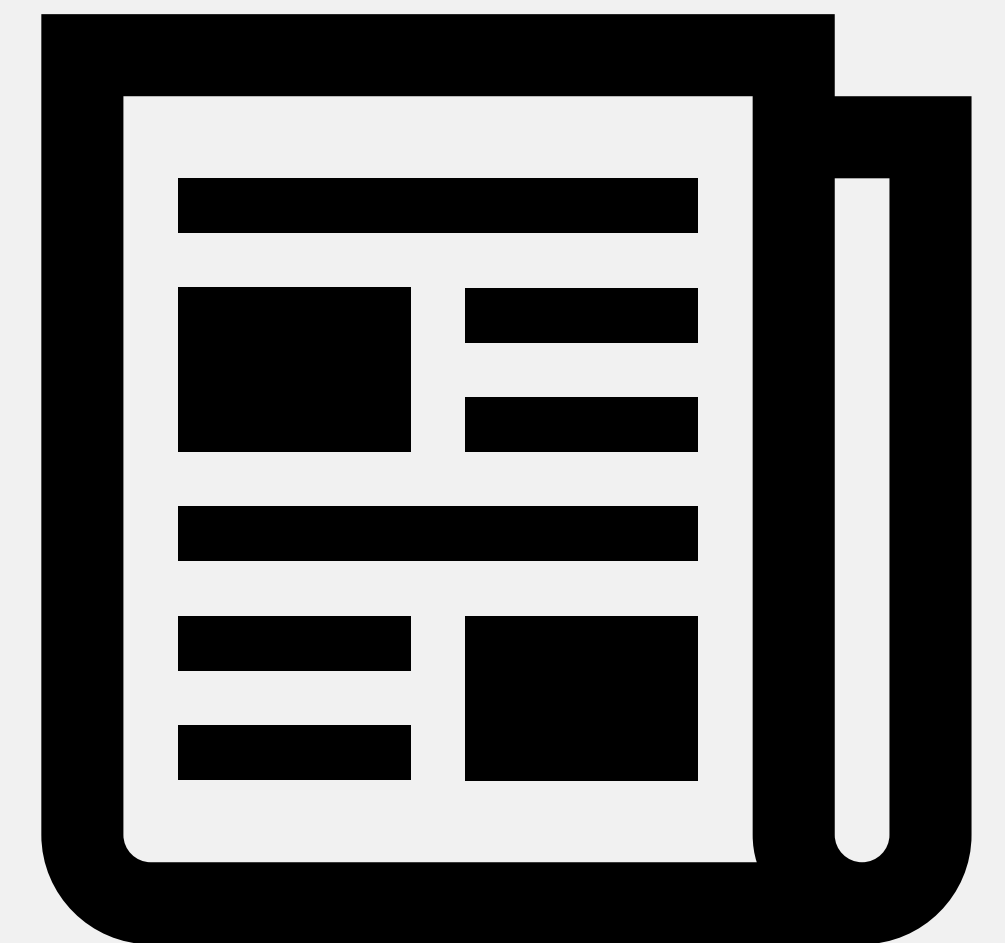
- Consider their state of mind...



WRITING A REVIEWER-FRIENDLY PROPOSAL

PROJECT OVERVIEW:

- I This first page of the proposal is critical – needs to be well-organized
- I Purpose: get reviewer interested in the problem and present your central idea
- I Describe landscape of your field – be sure to be up-to-date!
 - What is the knowledge gap you are looking to address?
 - Significance – what is not being done because of this gap?
- I How are you/your team positioned to fill this gap and advance the agency mission?
- I Need to clearly present what you plan to do, why and how



WRITING A REVIEWER-FRIENDLY PROPOSAL

PROJECT OVERVIEW CONT'D:

I Set up the Problem

- What do we know? What don't we know? What should be done about it?

I Present the Solution

- Present overall objective and general approach to tackle the problem
- Why should you be the one to do it? Steps taken? Previous work? Prelim. data?

I Aims, Goals, Specific Objectives

- Goals – Reflect significance, why do this project
- Aims – Reflect direction and intent
- Objectives – Describe what will happen in the project

I Impact – Explain the significance of the problem and impact on the field

WRITING A REVIEWER-FRIENDLY PROPOSAL

PROJECT OVERVIEW – OPENING SENTENCE:

- I NOT a widely known fact
- I “Hook” for reader to stay engaged and keep reading
 - What problem or knowledge gap is this proposal addressing?
 - What is the importance of addressing the problem or knowledge gap?



OPENING SENTENCE EXAMPLES

The Wasatch fault line extends 3,000 miles across the state of Utah.

OR

Improving methods for predicting earthquake activity along the Wasatch fault line is critically important to the 2,000,000 residents living in these earthquake risk zones.

WRITING A REVIEWER-FRIENDLY PROPOSAL

USE OF PAGES AND SPACE:

I Create a pleasing reading experience for the reviewer through the use of

- White space
- Font size
- Signposts – headings and subheadings
- Figures and tables

Additional NIH and Other PHS agencies instructions for a Biographical Sketch

Use the template format on the Biographical Sketch Format Page to provide the reviewer all module and attachment instructions. Include Biographical Section (I) of Biographical Statement and Other Significant Contributions. The Biographical Sketch may not exceed four pages (not count). The Biographical Sketch is limited to the CO-OF-DE-TM pages. List the contents of Biographical Sketch. If the individual is supported by the PHS Components, include the Components Use Plans. The data item is supported by PHS. All documents related to all other significant positions. In other federal forms, the information is referred to as "Credential" (e.g., agency logo). The information on the PHS Components use Plans/Components use will go to the component use plan.

Complete the educational block at the top of the letter page beginning with background or other vital educational education such as training, and include professional training, research, relevant, research, management applicable. For each entry, provide the name and location of the institution, the degree received (if applicable), the month and year the degree was received, and the NIH-O-Code. For continuing education, the list of study courses should reflect the date of completion. Following the educational block, complete sections A, B, C, and D as described below.

A. Research Statement (Briefly describe your research and qualifications and particularly well suited for your role (e.g., PHS, NIH, OIG, etc.) in the project that is the subject of the application. Provide the section you have, past, current, and future research, such as team, team responsibilities, grants, awards, and other OIG military honors. Training have offered your scientific advancement or productivity.

B. Positions and Awards. List in chronological order previous positions, beginning with your present position (and any honors. Include present membership in any Federal Government public advisory committee).

C. Selected Peer-reviewed Publications and Patent Citations. For an original application to list the list of selected peer-reviewed publications, manuscripts in press, and patent citations to list more than 15, CO-OF-DE-TM include manuscripts submitted or in preparation. The intention of this section is to include peer-reviewed publications, report on scientific importance to the field, and/or relevance to the proposed research. NIH-OIG review the list along the Public Access Policy, have submitted or co-authored by the applicant and where from NIH support, provide the NIH Manuscript Submission Reference Number (e.g., NMB000000) or the PubMed Central (PMC) reference number (e.g., PMC000000) for each article. If the PMCID involved involves support for your current and/or future work to PMO as listed on the list, include PMCID Journal (if PMCID). A list of these OIGs is 000000. Peer-reviewed publications, patents, journals, etc. Citations that are not covered by the Public Access Policy, but are publicly available in a free online format, may include URLs or PubMed (PMCID) numbers along with the full reference (note that copies of patents or other publications are not acceptable as appendix material).

D. Research Support. List both current ongoing and completed funding (up and three years) research projects (Federal or non-Federal support). Describe each project that was most relevant to the research proposed in the application. Briefly describe the overall goals of the project and responsibilities of the applicant, parent identifier on the Biographical Sketch, list the source number of parent identifier of grant team.

Don't confuse "Research Support" with "Other Support" through this OIG unit. These parts of the application are used to support, as part of the research section of the application. "Research Support" highlights your accomplishments, and those of your colleagues, in research. This information will be used by the reviewers in the assessment of your qualifications for a specific role in the proposed project, as well as to evaluate the overall qualifications of the research team. In contrast, "Other Support" information is required for all applications that are selected by multiple grant awards. NIH staff will request complete and up-to-date "Other Support" information from you after your review. This information will be used to make the final research decision (not directly from Federal funding).

WRITING A REVIEWER-FRIENDLY PROPOSAL

TIPS ON FIGURES:

I Role of figure legends

- In a manuscript – Reader makes conclusion
- In a proposal – Author presents conclusion

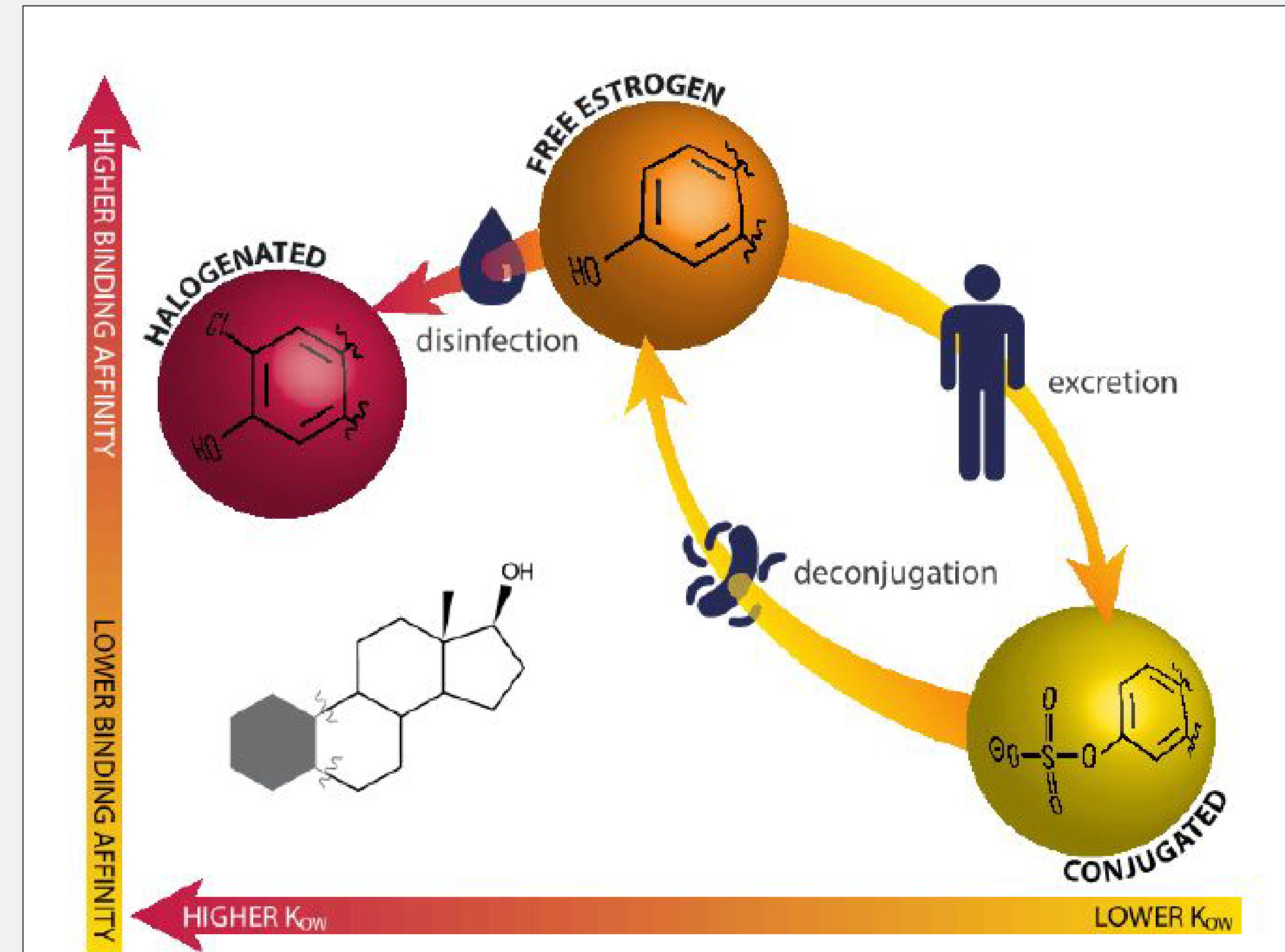


Figure 1. Estrogen families can be distinguished on the basis of chemical structure, estrogenicity (e.g., binding affinity; y-axis), and hydrophobicity (e.g., K_{ow} ; x-axis)

MORE THAN THE NARRATIVE

ORGANIZATION AND FORMAT:

I Use guidelines as template for organizing, when applicable

- Outline
- Headings and subheadings
- Required tables and figures

I Other documents

- These have to also be meaningful, well-organized, and perfectly formatted
- Examples: biographical sketches, bibliography, data management plans, facilities and other resources, logic models, postdoc mentoring plans
 - Agency-specific formatting
 - Team proposals – all documents should be identically formatted

BEAT THE CLOCK

TIPS FOR TIME MANAGEMENT:

- I** If your program has a deadline, things to consider
 - U of I review process – back up deadline by 5-7 business days
 - Office of Sponsored Programs reviews proposals to external sponsors
 - Internal departmental and college approvals are part of the process
 - Proposal submission system: Vandal Electronic Research Administration System (VERAS)
- I** Know your [Pre-Award Sponsored Program Administrators](#)
- I** Know your [Departmental Grant Administrators](#) and their roles/responsibilities
- I** Begin your proposal entry into VERAS as soon as possible!





RFD PROPOSAL DEVELOPMENT SERVICES

SIX LEVELS OF SERVICE:

- I** Level 1 - Funding Opportunity Search
- I** Level 2 - Developing a Concept Paper and Contacting Program Officers
- I** Level 3 - Resubmission Staging
- I** Level 4 - Proposal Narrative Review
- I** Level 5 - Proposal Package Review
- I** Level 6 - Support for Large Interdisciplinary Proposals (Budgets >\$1M)



RFD RESOURCES

HOW TO GET STARTED:

- [I Request proposal development services](#)
- [I Access proposal development resources](#)
 - Sponsor checklists, templates, guides
- [I Find funding with Pivot](#)
- [I Meet with RFD specialists](#)
- [I Attend RFD faculty seminars & workshops](#)

<https://www.uidaho.edu/research/about/orfd>

The screenshot shows the website for the Office of Research and Faculty Development (RFD) at the University of Idaho. The URL in the browser is [uidaho.edu/research/about/orfd](https://www.uidaho.edu/research/about/orfd). The page features a navigation bar with the University of Idaho logo and links for 'APPLY', 'GIVE', and 'VISIT'. Below the navigation bar, there is a 'Research' section with a 'MENU' dropdown. A prominent yellow button labeled 'REQUEST RFD SERVICES' is circled in red. The main content area is titled 'Office of Research and Faculty Development' and includes a paragraph describing the RFD team's services. A list of services is provided, including identifying funding sources, developing proposals, applying for awards, and supporting multidisciplinary proposals. On the right side, there is a 'pivot' logo with the tagline 'funding connected' and a 'USE PIVOT' button. Below this, a 'PIVOT USER GUIDE' button is visible.

FACULTY SUCCESS SEMINARS

*Let Us Be Your Guide
Through the Proposal
Development Process*



**JOIN US IN IRIC 305
12:30 P.M. – 1:30 P.M. PT**

Can't join us in person? Then join us live via Zoom:
uidaho.zoom.us/j/798224314. Each seminar will
be recorded and be available on our website.

 **University of Idaho**
Office of Research and
Faculty Development

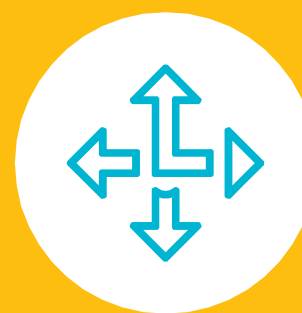


FALL 2019

- Sept. 4** HERC IGEM Info Session
- Sept. 11** Find Funding Opportunities: Intro to Pivot
- Sept. 25** NSF CAREER All Year: An Introduction
- Oct. 2** W.M. Keck Foundation Info Session
- Oct. 16** Tips for Successful Proposal Writing
- Oct. 23** NSF CAREER All Year: Getting Started
- Oct. 30** Exploring Humanities Funding Opportunities
- Nov. 13** MW CTR-IN Funding Opportunities
- Nov. 20** NSF CAREER All Year: Integrating the Research and Education Plans
- Dec. 11** M.J. Murdock Trust Commercialization Initiation Program Info Session

SPRING 2020

- Jan. 22** Developing Successful Project Management Plans for Large Proposals
- Feb. 5** NSF: Broader Impacts Really Do Matter!
- Feb. 12** NIH: Funding Mechanisms Overview (R03, R21, R01)
- Feb. 19** NIH: Developing Your First RO1 Proposal
- Mar. 4** NIH: Understanding Proposal Review
- Mar. 11** NSF: Understanding Proposal Review
- Mar. 25** Fulbright Faculty Scholar Program Info Session
- Apr. 1** Find Funding Opportunities: Intro to Pivot
- Apr. 8** NSF MRI: Creating Competitive Proposals



**WE GUIDE THE DEVELOPMENT
OF COMPETITIVE EXTERNAL
GRANT PROPOSALS**

**Office of
Research
and Faculty
Development**

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Email: ored-rfdteam@uidaho.edu
Website: uidaho.edu/orfd



BROADER IMPACTS 101:

A Workshop on the National Science Foundation's Broader Impacts Criterion

Presented by Dr. Jory Weintraub, BI Trainer for the
NSF-funded Center, Advancing Research Impact in Society

Wednesday, November 6, 2019 | 8:30 am—12:30 pm PT
Horizon Room, 4th floor Idaho Student Union Building

Reservations are required

Please [reserve here](https://bi-101-workshop.eventbrite.com)

(<https://bi-101-workshop.eventbrite.com>)

The National Science Foundation requires that all proposals substantially address the broader impact (BI) of research. This free workshop is designed for faculty members considering applying for funding from NSF and who wish to increase the competitiveness of their proposals. Participants will learn strategies for conceptualizing, designing, implementing, and evaluating BI activities.

Co-sponsored by the University of Idaho, Idaho EPSCoR, and Washington State University



TAKE HOME MESSAGES



THANK YOU FOR COMING!



QUESTIONS?

BEFORE YOU GO...

Please take a brief 3-question sli.do poll

www.slido.com or use the **sli.do** app

Use code #FSS

