Countdown to Proposal Submission:

Recommended Strategies for a Successful Proposal

As soon as you think you want to apply or at least 6 WEEKS!

Alert OSPRI of your intent to apply Once you alert OSPRI of your intent to submit, their office will give you a series of deadlines to adhere to. At this point, be sure to alert your department admin as well!

Need help identifying a funding opportunity to apply for? Check out the UCCS <u>"Finding Funding"</u> page.

5 WEEKS!

Download the most recent budget form

Budget templates (and other forms!) are kept up-to-date on the OSPRI webpage. Be sure to download the most recent versions from the <u>website</u>.

4 WEEKS!

Reach out to the RDC

The research development coordinator, in the Office of Research, is here to support all of your grant writing needs. Learn more about the RDC and request support here.

3 WEEKS!

Send draft budget and justification to OSPRI Check online access to submission portal For the OSPRI staff to have enough time to review your budget and provide feedback, be sure to send it early. This is a good time to ensure your portal accounts are set up and working.

2 WFFKS!

Finalize budget and justification with OSPRI

Get your routing form circulating

Finalizing your budget ahead of time will allow adequte time for the routing form to circulate.

1 WEEK!*

All final documents due to OSPRI for review

Your entire grant package, which includes all of your proposal documents and necessary forms, is due to OSPRI by **8 AM 5 business days** before the official submission deadline.

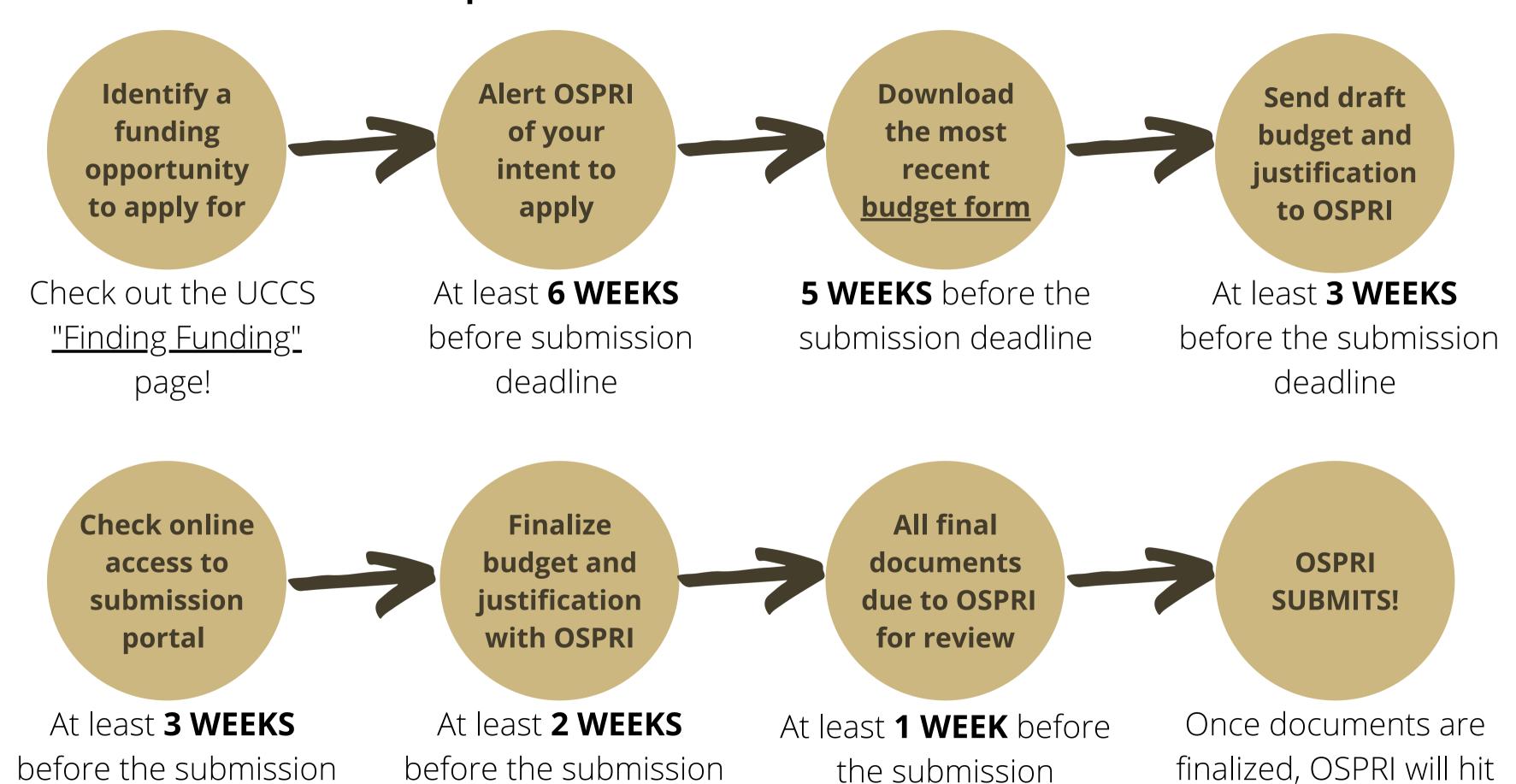
*This excludes holidays, so plan accordingly!

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OSPRI SUBMITS!

Once documents are finalized, OSPRI will hit submit and your proposal is off to the funding agency!

Proposal Timeline at a Glance



deadline

submit!

deadline

deadline

Selecting Funding

Start with an idea for a project

Jot down some ideas you'd like to explore. Develop a rough outline of the work and/or research questions you want to address

Determine your eligibility

Factors such as time as faculty member, years since PhD, previous funding, or limiits to number of proposals per Pl

Read the RFA

Determine if your research addresses the focus of the RFA. Also note important information such as length of funding, funding amount, F&A restrictions, etc.

Explore the review criteria

NSF: Intellectual Merit and Broader Impacts
NIH: Overall impact, Scored
Review Criteria, Significance,
Investigator(s), Innovation,
Approach, Environment

Get Organized

Start writing, get your letters of support, check out the UCCS Grant Writing Toolkit
for templates and tools!

Check out the Research Development Coordinator

Dr. Kelly McNear is here to provide research and grant writing support. Request her assistance <u>today</u>.

Getting Started with the Grant Writing Process



eRA Commons
Fastlane
Research.gov
Foundation specific

Read Recently Funded Abstracts

NIH RePORT

NSF Award Search

USDA CRIS

List Resources or Support Needed

Preliminary Data
Facilities/Equipment
Letters of Support or
Collaboration

Mentors/Dept Head

Identify based on list of resources and support needed

Optional: Contact the OOR's Research Development Coordinator

The RDC offers support at all levels of grant writing. Learn more and request support here!

Collaborators and contracts

Request letters of collaboration, sub-awards/contracts, external evaluators

Discuss with Funding Agency

Share outline or one-page summary with program officer and request meeting

Outline Your Proposal

Overall goal, budget, aims/objectives, broader/societal impacts

Overview of the Grant Writing Process

Writing Your Proposal

Summary/Abstract, Strategy/Project Description

Organize Docs

Biosketches, current and pending, budget and justification, letters, plans, references, proposal sections

Narrative/Plan

Clear, succinct, make use of figures, diagrams, and tables

Broader or Translational Impact

Connect to
educational programs
or relevance to
humans or society

Supplemental Plans

Data Management, Mentoring plan, Human subjects or vertebrate animals

Facilities and Resources

Lab space, department facilities, UCCS resources

Budget and Justification

Download latest template from <u>OSPRI</u> website. Send draft to OSPRI **2 weeks** before deadline

Biosketches

Accurate, relevant, include for all key personnel

Final Steps of the Grant Writing Process



Responding to Reviewers

Is this a resubmission? Have you addressed commens and concerns?



Does the budget support the plan?

Use logic models or tables to decide if the work you are proposing will be adequately covered by the proposed budget



Page Limits/Formatting

Check formatting such as font size, style, and document margins. Refer to agency guidelines. Check that all pieces of your grant fit within the page limits once formatted correctly.



Hit Submit!

Or rather, OSPRI will hit submit!



Project management

Entire grant package, including the routing form and other necessary forms, are due to OSPRI 1 WEEK before the deadline



Proposal Routing Form

Allow adequate time for chairs, deans, and other leaders to review your proposal package and sign off on your routing form.* This is due to OSPRI before they will submit!

