The Timeline from Great Idea to Project Execution

Deborah Lundin, Ed.D.

Pre-Award Manager, Sponsored Programs

dlundin@wisys.org

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Session Overview

- **Time and timing**
- **Deadlines**
- **The Timeline**
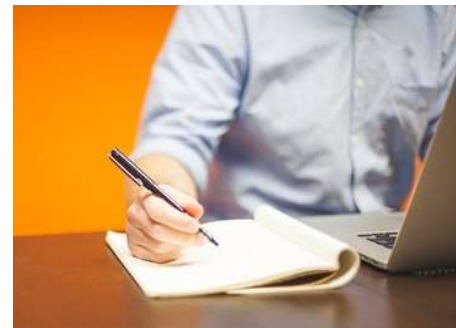- **Timeline Milestones**
- **Takeaways**
- **Questions**

Research grant writing in progress.

Time is a critical element in the process

Effective amounts of work time are needed to tackle proposal development, including efforts to:

- Assess the field
- Assess your ideas
- Explore funding sponsors
- Writing
- The feedback loop

Making time

Time and effort are keys to proposal success

No time? Employ intentional strategies for carving out time/space to work:

- Swap work/home assignments
- Make it portable
- Dedicate an insular workspace
- Rise earlier/go to sleep later

Timing/planning is also critical

When do you need to start work on your project?

Federal agencies
- Availability of Funding notices:
  - "In general," 60 days notice
  - As little as 30 days notice

Non-federal sponsors
- Annual/semi-annual RFPs; program purpose may change
- Foundations
  - Rolling deadlines with review on a quarterly basis
  - 2-step process?

Deadlines and the timeline

Program Descriptions (PDs) and Program Solicitations

Parent Announcements, Program Announcements, Requests for Applications

Broad Agency Announcements, Funding Opportunity Announcements

Semi-annual deadline

Mini-grants: 4x/annually; Major grants: 3x/annually

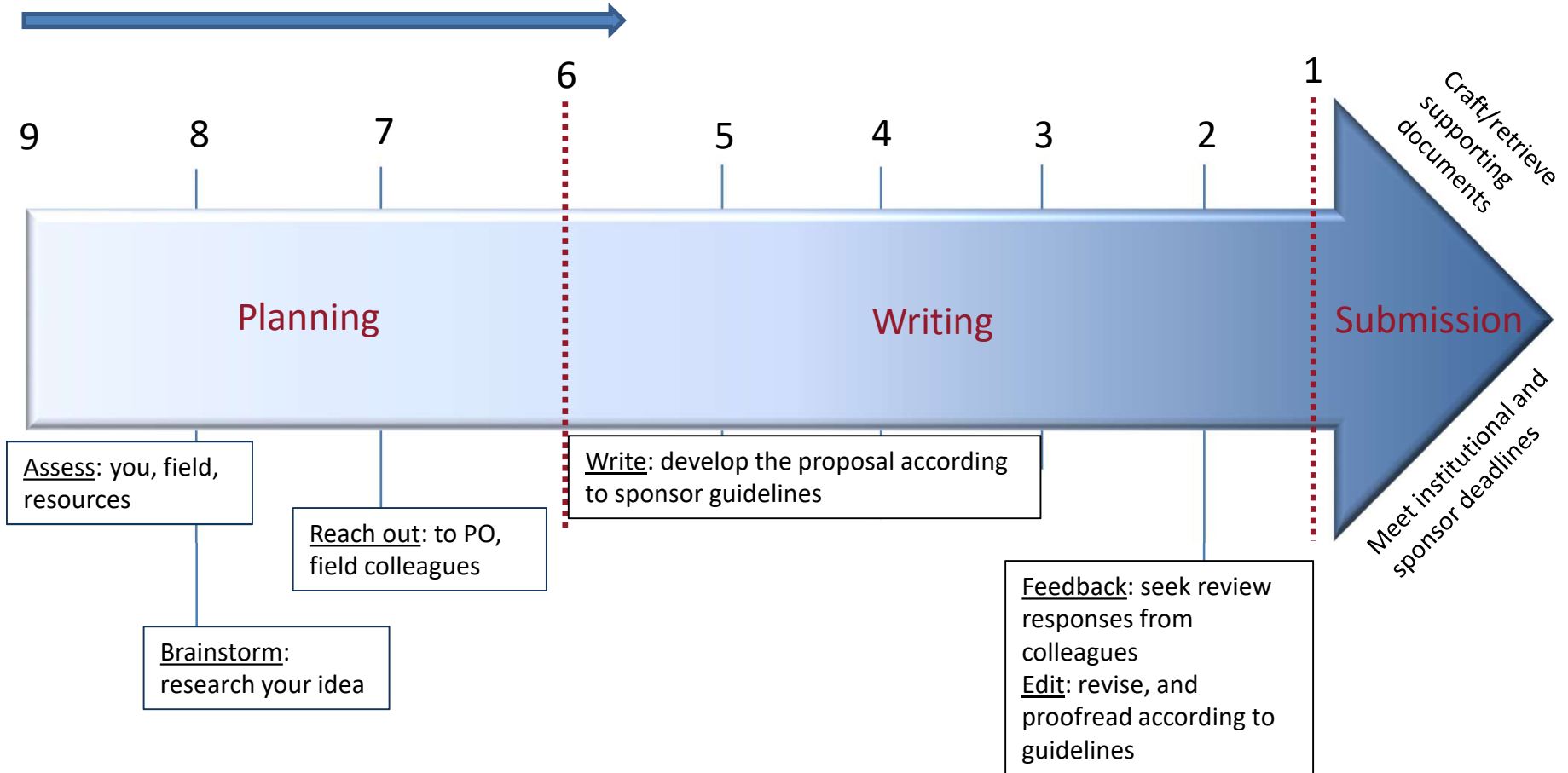Annual RFPs (except TRIO)

2-phase proposal process

General proposal development timeline

# of months out from the deadline →

Timeline markers: 9 · 8 · 7 · **6** · 5 · 4 · 3 · 2 · **1**

Planning — **Writing** — **Submission**

Craft/retrieve supporting documents

Meet institutional and sponsor deadlines

Assess: you, field, resources

Reach out: to PO, field colleagues

Brainstorm: research your idea

Write: develop the proposal according to sponsor guidelines

Feedback: seek review responses from colleagues
Edit: revise, and proofread according to guidelines

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of months out from the deadline

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Planning

Writing

Submission

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Assess you, the field, and your available resources

Yourself
- Publications
- Presentations
- Training
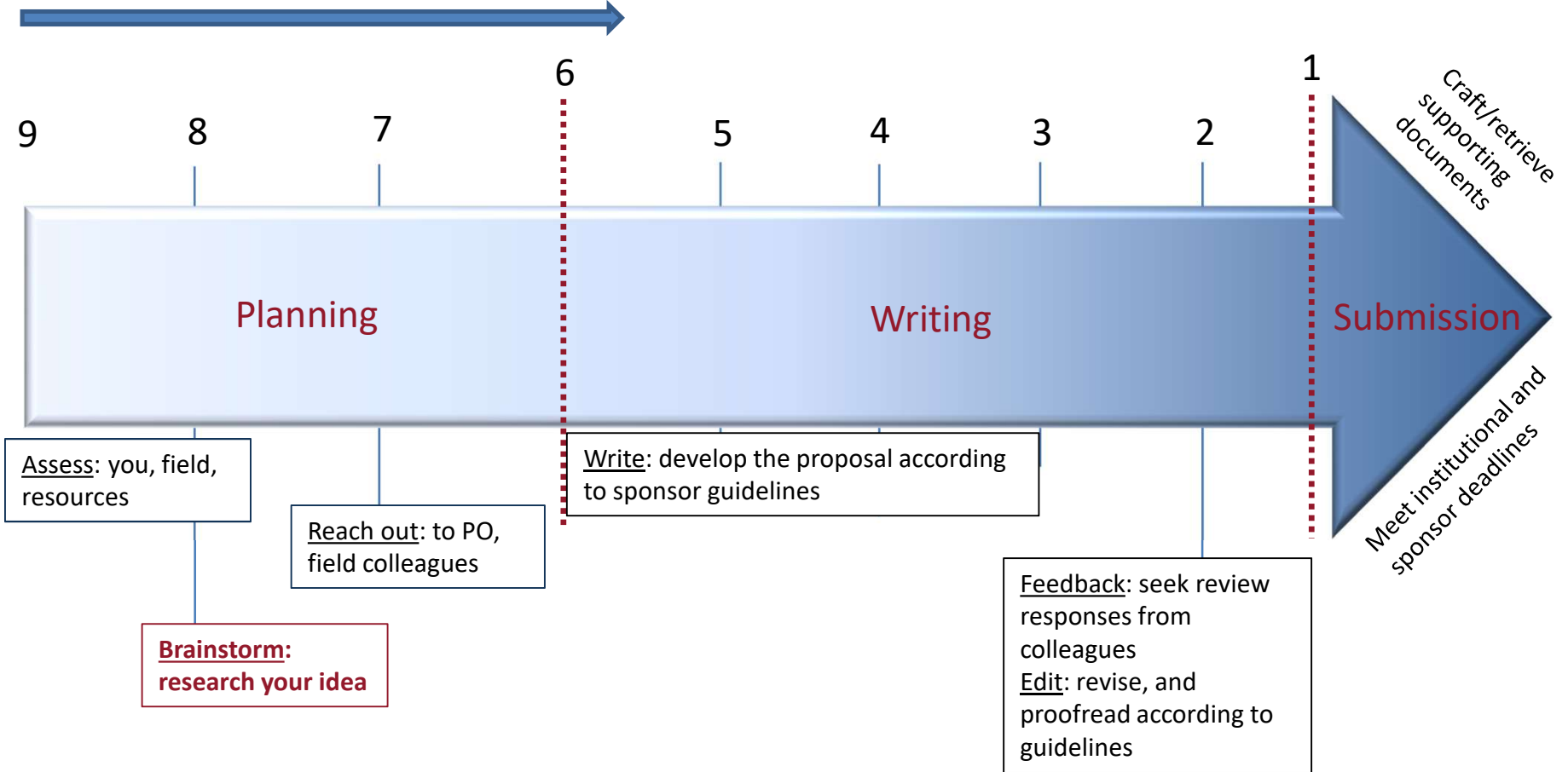- Research agenda
- Student research opportunities

Your Field
- Current literature
- Who is contributing to the field?
- Future field directions
- Unanswered questions/gaps

Your Environment
- Dept/College
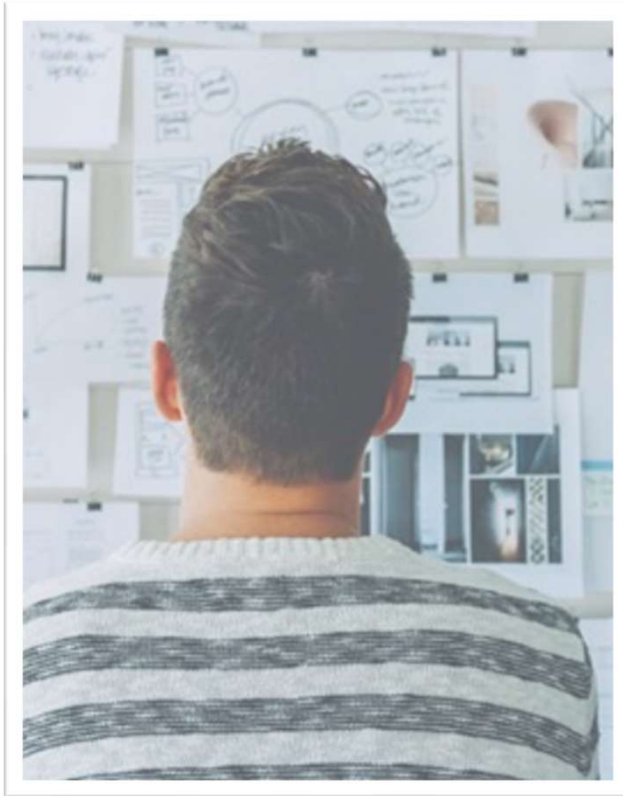- Facilities, equipment, labs, technology, library
- Institutional support mechanisms

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The planning phase: Brainstorming

The more an idea is developed, the more concise becomes its expression; the more a tree is pruned, the better is the fruit.
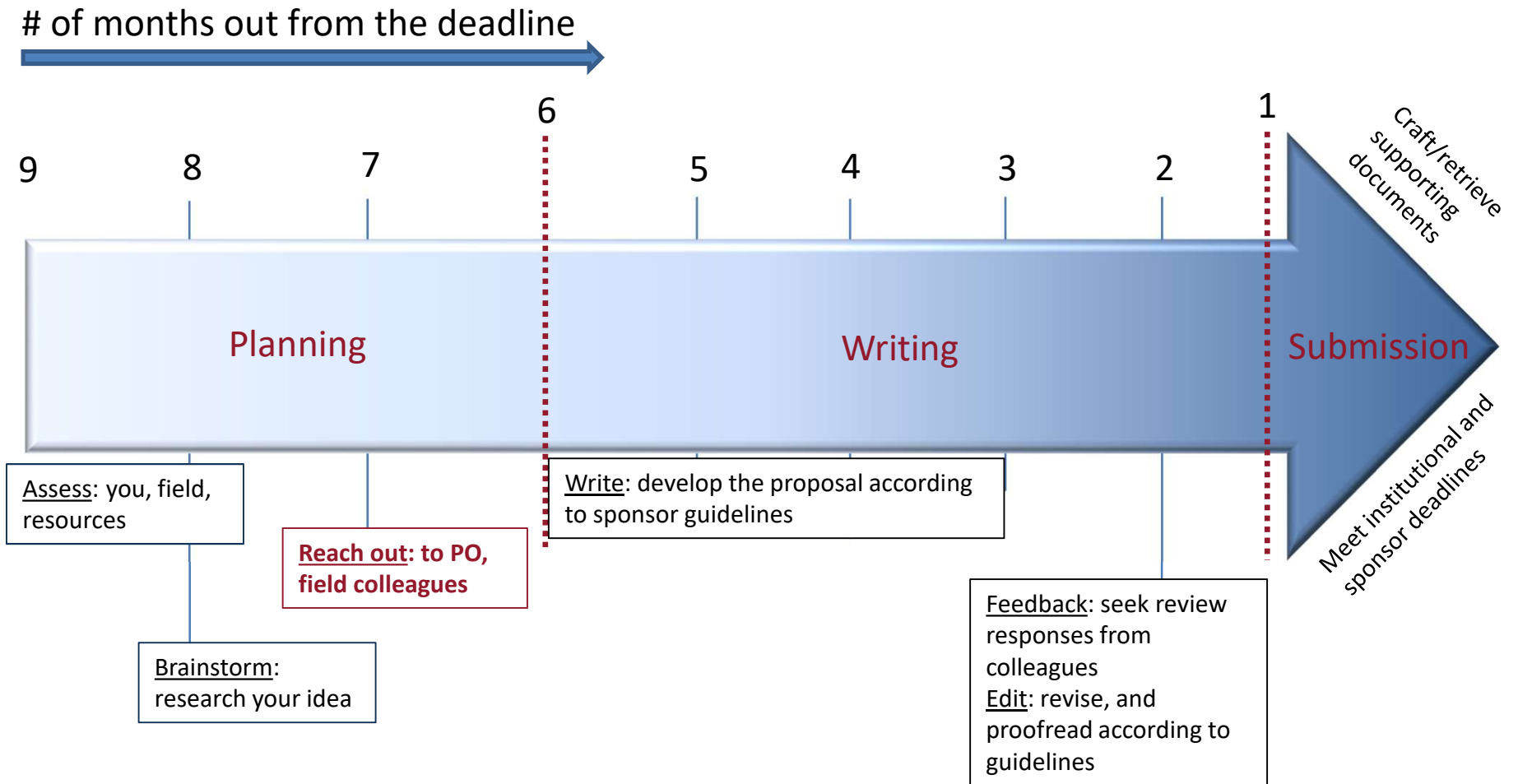
-Alfred Bougeart

Developing good ideas

– Be knowledgeable, thoughtful, open

– Think in question/hypothesis format

– Keep an ideas log, incubate ideas

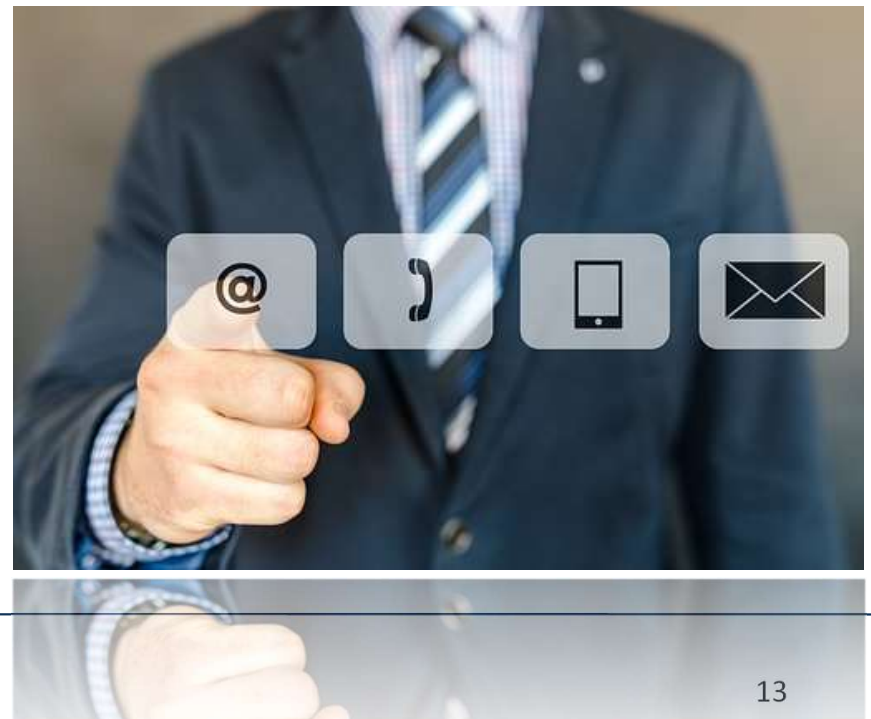– Seek constructive criticism of your idea

Going from a good idea to a **fundable** idea by asking the right questions

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General proposal development timeline

of months out from the deadline →

6   1

9   8   7   5   4   3   2   Craft/retrieve supporting documents

| Planning | Writing | Submission |

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Reach out: to PO, field colleagues

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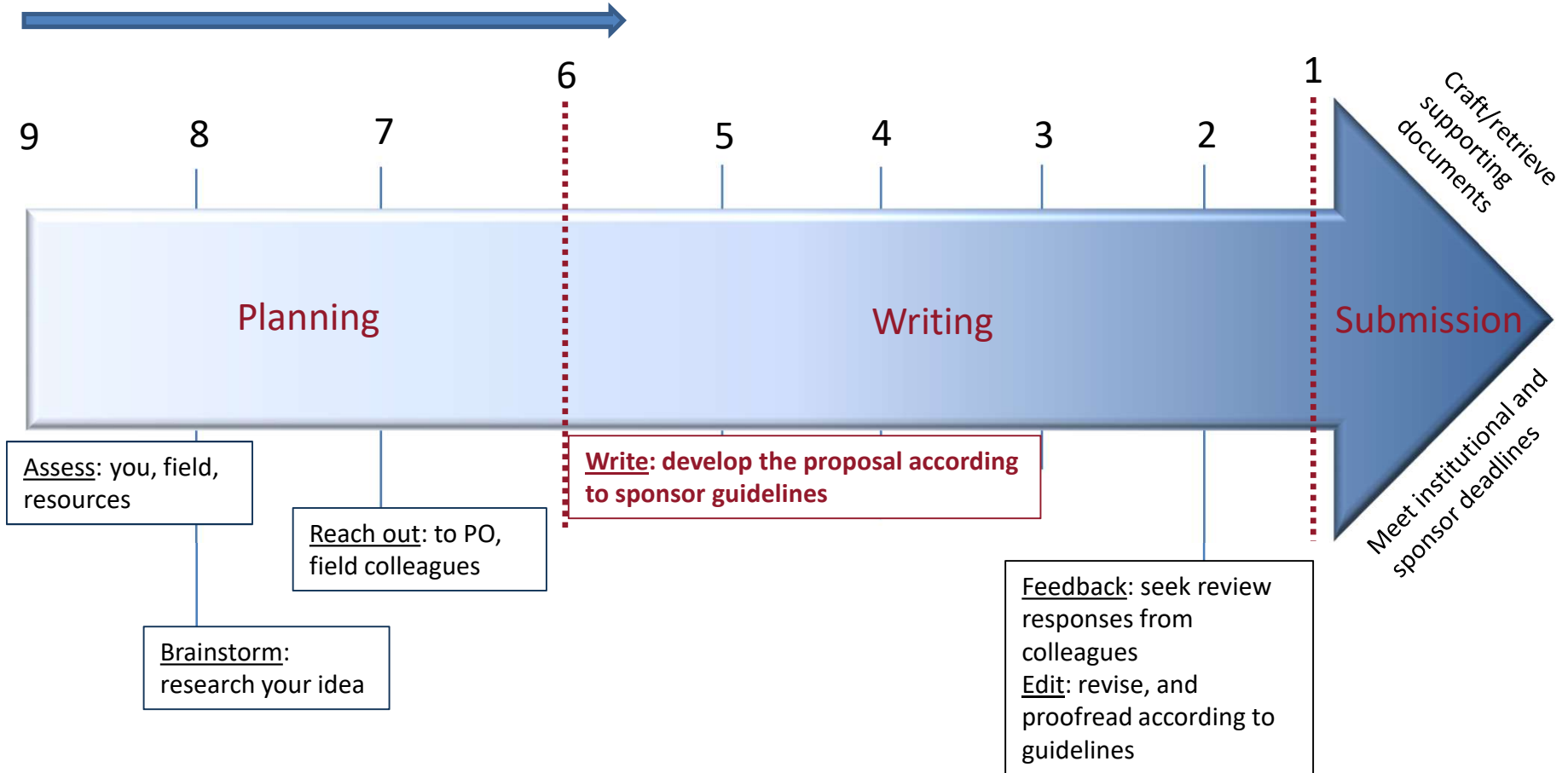
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The planning phase: Reaching out

- **Reach out to SPO**
- **Explore funding opportunities**
- **If applicable, seek collaborators**
- **Reach out to sponsors**
- **Determine next steps**

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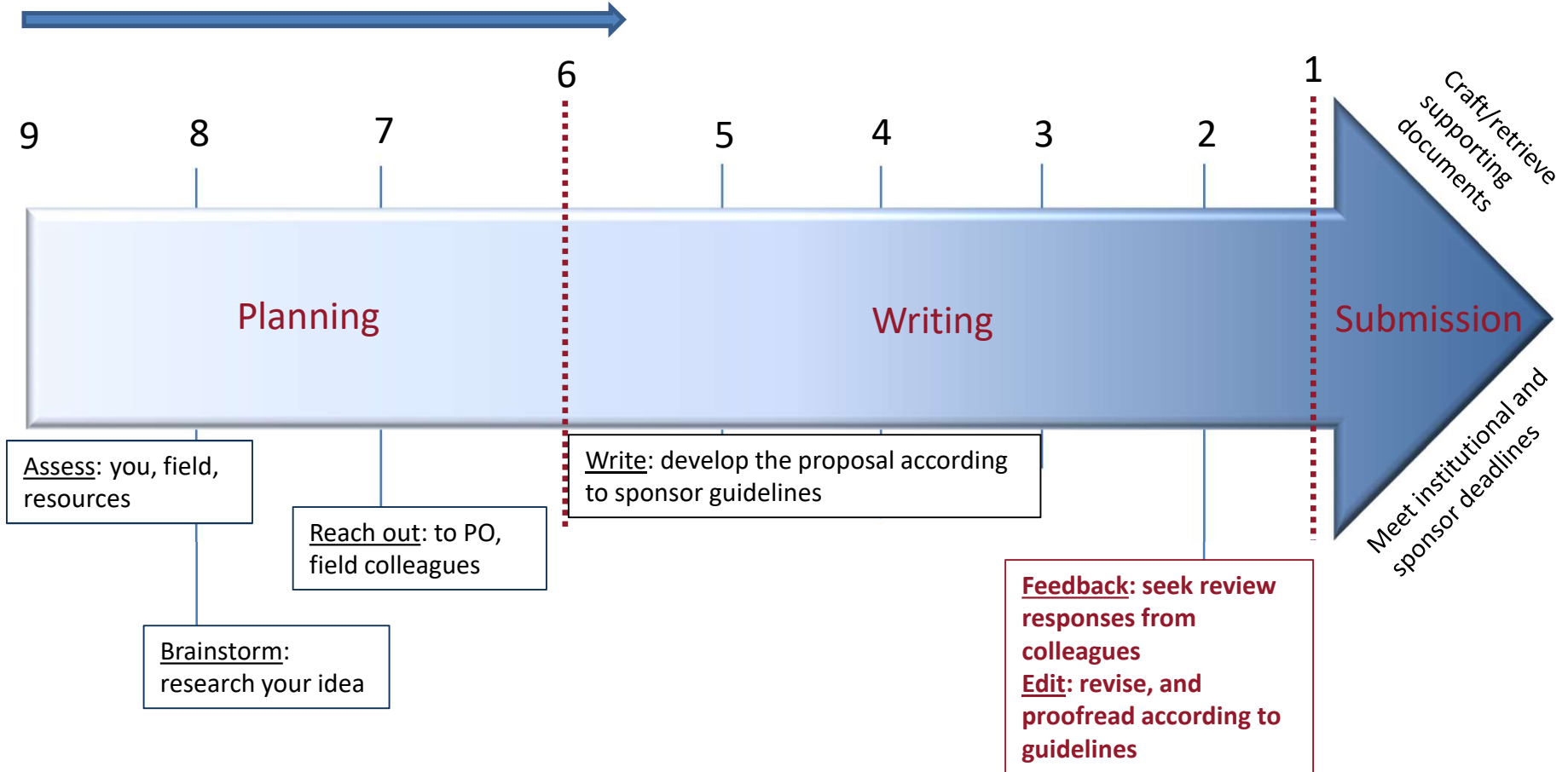**Edit**: revise, and proofread according to guidelines

The writing phase: Draft narrative development

- **Outline the guidelines/requirements**
- **Team effort? Work assignments**
- **Identify budget needs**

- **Seeking feedback? Establish the timeline**
- **The nonlinear writing process**

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The writing phase: Feedback and revising

- ✓ **Feedback sources**
- ✓ **Type of feedback**
- ✓ **Continuous or one time?**

Revising/editing: This step includes comparison of the final proposal with the RFP/proposal guidelines

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The submission phase: Working with OSP

- **Decided to submit? Contact OSP**

- **Internal requirements and approvals**

- **Supportive services**

- **Submission processes**

The waiting game

- ✓ **Celebrate the submission**

- ✓ **The review process varies by agency**

- ✓ **Other sponsor opportunities? Consider applying**

You've been awarded! Now what?

- ✓ Celebrate!
- ✓ Establish award
- ✓ Hire
- ✓ Purchase
- ✓ Implement project, maintain spending
- ✓ Travel
- ✓ Reports
- ✓ Looking ahead to future funding

Or, not funded…yet

- **Read reviewer comments, file them away for a time**

- **Reminder: You are a part of the 75-80% of the applicant pool not selected for funding**

- **Re-review the feedback, and then reach out to the PO for additional insights**

- **Revise for resubmission or revisit your ideas/field**

Don't give up!

Presentation takeaways
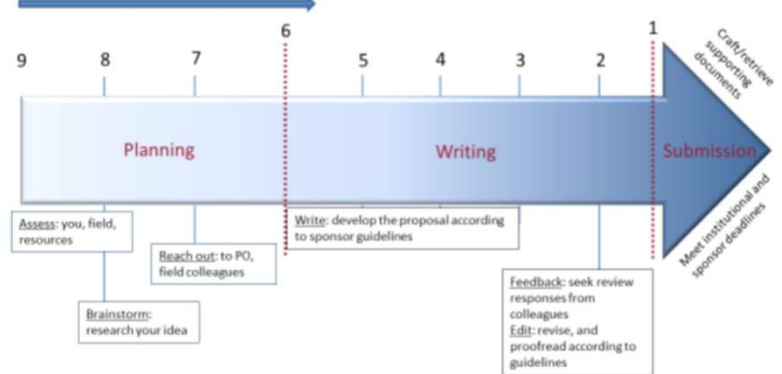
Audience questions?

Webinar Topics for AY 2019-20

- Funding Opportunities for Your Teaching, Research, and Scholarship, October 3

- Funding Focus: The National Science Foundation's Major Research Instrumentation (MRI) Program, October 9

- Budget Building Fundamentals, November 7

- The Timeline From Great Idea to Project Execution, November 13

- Analyzing RFPs for Sponsor Hot Buttons, December 5

- Searching for Non-Federal Grant Funding, February 6

- Funding Focus: The National Science Foundation's Faculty Early Career Development Program (CAREER), February 12

- Improving Your Odds for Success, Even before Writing Your Application, March 5

- Common Grant Writing Pitfalls, March 11

- Goals, Objectives and Outcomes: The "GOO" that Holds a Proposal Together, April 2

To see full session descriptions and register online, go to https://www.wisys.org/grants/webinars

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