GUIDE TO SUCCESSFUL GRANT WRITING

Office of Research and Sponsored Projects
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Why Write Grants?

It’s highly competitive and a major undertaking.

BUT.... It offers a great opportunity to start a new project or expand an existing project.
1. Elements of the most successful grants.
2. Steps for planning key components of a proposal.
3. How to use ORSP resources for timely and successful grant writing.
Most Successful Grants

1. Reflect an understanding of agency’s mission and priorities;

2. Address a highly significant issue;

3. Provide a clearly articulated plan of operation; &

4. Convince reviewers of expertise and resources to manage project.
Step 1: ORSP Search Opportunities
THE OFFICE OF RESEARCH AND SPONSORED PROJECTS (ORSP)

Contact Us | ORSP Home | Handbook (Word)

The Office of Research and Sponsored Projects (ORSP) serves as a central resource to support research and service sponsored programs and projects at New Mexico Highlands University. The office is responsible for pre-award activities such as: endorsing and authorizing proposals; interpreting; negotiating and accepting contracts and grants for project funded by federal and state agencies, foundations and other public and private sources; finding funding opportunities; and assist with proposal writing. ORSP also provides post-award services including, but not limited to: setting up project accounts with the business office; assisting PIs with financial management of projects; resolution accounting problems, approval of requisitions, travel expenses and other obligations requiring signatory authority; monitoring of financial status of projects; and maintaining project records and reports.

DATA FOR COMPLETING PROPOSALS

- Breakdown of Fringe Benefits
- Contact Authorities at NMHU
- NSF Data Management Plan (Pdf)
- NMHU Identification Codes and Numbers (e.g., SF 424 Form)
- NMHU 2011-2015 Indirect Agreement Letter (Pdf)
- University Faculty and Student Data Sources

POLICIES

- Environmental Health & Safety
- Handbook on Research Policy (Pdf)
- Human Resources Manual (Pdf)
- Faculty Research Committee Funding Policy & Guidelines

RESEARCH

- Currently Funded Grants (Pdf)
- Research and Scholarly Accomplishments (Pdf)

GRANT WRITING TIPS

- Crucial Steps for Submitting Proposals
- GrantSearch Tools (References and Resources)
- Roadmap to Writing a Proposal
Available Links:

• Federal and Private Funding Resources
• NM State Funding Resources
• Agency Links
• Other Useful Websites
Step 2: Submit “Proposal Routing Form”

NMHU SEARCH WINDOW => Research Forms
or GO TO: Office of Research and Sponsored Projects

Key Information Required In Routing Form:
- Sponsoring Agency Information
- Proposal “Title”
- Conditions Requiring Special Consideration (Liabilities)
- “Budget” Summary
- “Abstract”
- Signatures of PI, Dean, ORSP (Linda LaGrange)

Note:
- See Sections 7 and 8 in Research Handbook for human subjects or animal subjects.
- Complete appropriate forms and submit to IRB (Warren Lail, president).
Step 3: Begin Planning/Writing of Proposal

STANDARD GRANT COMPONENTS

1. Cover Sheet (Form 424)* and abstract
2. Statement of the Problem / Needs Statement*
3. Project Description (goals/objectives & methods/activities)*
4. Evaluation Plan*
5. Budget* and Budget Justification
6. Applicant Qualifications
7. Future Funding Plans / Plans for Sustainability

* Components to be covered in this presentation.
NMHU SEARCH WINDOW =>
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Sample ID and Code Information

- Congressional District
- Duns#
- Employer Identification
- Federal Status
- Human Subject Assurance
- Laboratory Animal Welfare Assurance
- NM State Gross Receipts Tax
- North American Classification System
Problem/Needs Statement

This is the most powerful component of a grant proposal!

- Justify the need to address the problem(s) with current:
  (a) literature review
  (b) demographic/socioeconomic population characteristics
  (c) comparison of data with state/national statistics

- The extent and cause of the problem(s);

- Whether or not any previous or existing efforts have targeted the same problem and results of those efforts;
### Where to Find NMHU Data

**Office of Institutional Effectiveness and Research**  
**Dr. Jean Hill, Director**

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Other Data Resources at ORSP
Grants Search Tools: “Other Useful Websites”

- State and County Quick Facts
  http://quickfacts.census.gov/qfd/index.html

- Bureau of Business & Economic Research (BBER)
  http://bber.unm.edu/bber_data.html

- STEM Education Data and Trends (NSF)
  https://www.nsf.gov/nsb/sei/edTool/

- Kids Count (Annie E. Casey Foundation)
  http://www.aecf.org/MajorInitiatives/KIDSCOUNT.aspx

- NM Public Education: School and District Data
  http://www.ped.state.nm.us/AssessmentAccountability/AcademicGrowth/index.html
# Project Description

## Goals
- Broad statements with long-term, ideal outcomes.
- Most proposals do not have more than 3 goals.
- Depending on proposal, justification included after goal and before the objectives.

## Objectives
- Specific & measurable indicators of how goal will be achieved.
- May include process and outcome measures.
- Most proposals include around 3 objectives per goal.

## Activities or Methods
- A breakdown of the steps for achieving each objective
- Keep sequential order of tasks

## Timeline
- GANTT chart commonly used to present activities and the projected date of completion by month/year.
Evaluation Plan

3 Purposes To Keep In Mind:
1. Produce information that can be used to improve the project;
2. Document what has been achieved; and
3. Use information to communicate to a variety of stakeholders.

Types of Evaluation:
Formative: To assess fidelity and document progress of activity benchmarks for program improvement; and
Summative: To assess quality and impact of an implemented project.
Data Collection: Mixed-Methods Approach

**Quantitative Data**
Numeric data that are analyzed using mathematically based methods.

**Quantitative Instruments:** Checklists, Questionnaires, tests, structured interviews and surveys with rating scales, closed questions, etc.

**Qualitative Data**
Descriptive data are analyzed to address questions about people’s ways of organizing, relating to, and interacting with the world.

**Qualitative Instruments:** Case studies, diary accounts, document/video analyses, focus groups, open-end questions in survey’s, participant/nonparticipant observations, semi or unstructured interviews, etc.
# Forms of Data Analysis

## Quantitative
- Descriptive Statistics
- Inferential Statistics

## Qualitative
- Emic and Etic
- Inductive Data Analysis
- Document Analysis
Develop conceptual model of project (e.g., Logic Model).

Develop key evaluation evaluation questions and measurable outcomes (Keep in mind stakeholders and importance of questions).

Determine type of design required to answer evaluation questions (e.g., process, impact, or significance).

Select a methodological approach (e.g., quantitative, qualitative, or both) and data collection instruments.

Determine experimental study based on available sampling, comparison and/or treatment group(s) (e.g., experimental, quasi-experimental, relationships, case study, ethnographic, and phenomenology).

Determine timing, sequence and frequency of data collection based on length of grant (i.e., less time = smaller, but focused study; more time = more in-depth study).
Basic Budget Line Items

- Personnel salaries
- Fringe Benefits (32%)
- Equipment
- Travel
- Supplies
- Publication/Dissemination
- Contractuals (Consultants, Evaluator, Subcontracts)
- Indirect Costs (On-Campus 46.5%, Off-Campus 24%, or agency limit)
- Matching
Budget Information

NMHU SEARCH WINDOW =>
Data for Completing Proposals

BUDGET INFORMATION AVAILABLE:

• NMHU Identification Codes and Numbers for Fringe benefits and Indirect Figures
• Indirect Agreement Letter

Other Items to Note:
• Indirect is only calculated from salary/wages, fringe benefits, materials, supplies, services, travel, subgrants & subcontracts (up to first $25,000).
• Allow time for Angela Vigil Juarez to review budget before submission.
Submitting the Application

• Contact Angela Vigil Juarez to arrange a day for submitting your application. *Appointments need to be made at least one week before the application due date.*

• Have your application reviewed by ORSP (Linda LaGrange), your unit head and dean before submission.

• Linda LaGrange also must sign off on all proposals as the University’s authorized signatory.

• Give Angela Vigil Juarez access to Fastlane and CFDA# or RFP# for other federal grant applications.