

# GUIDE TO SUCCESSFUL GRANT WRITING

Office of Research and Sponsored Projects  
Cecilia Navarrete, Ph.D.

August 13, 2013

# 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.**

# Topics To Be Covered

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.

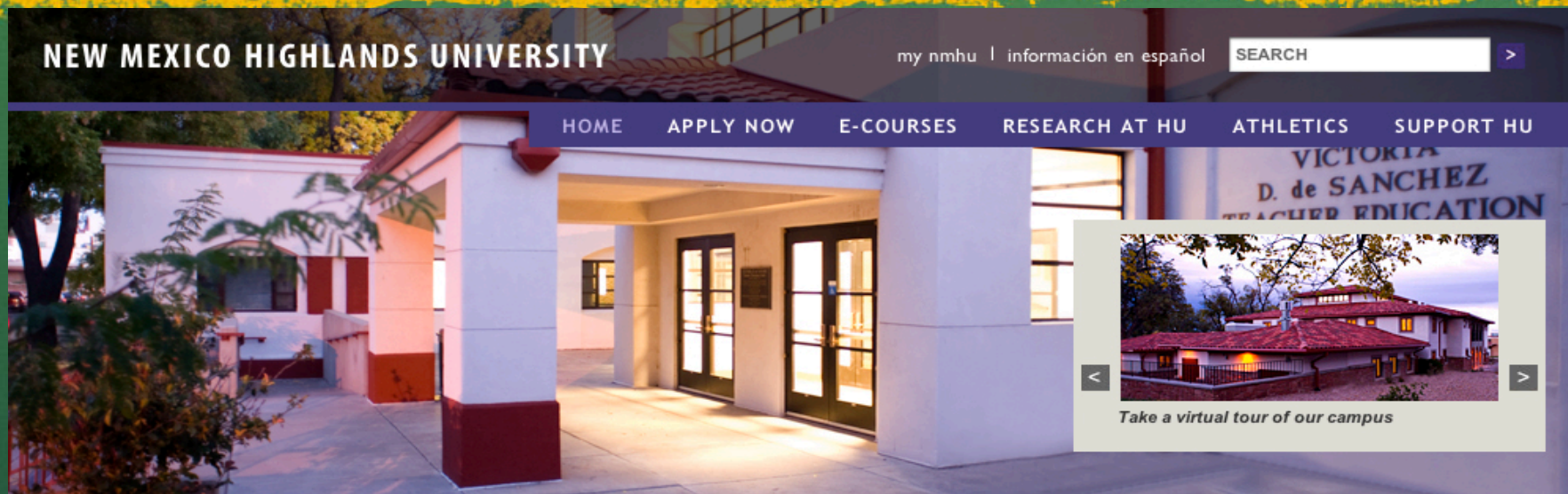
# Most Successful Grants

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

**NEW MEXICO HIGHLANDS UNIVERSITY** [my nmhu](#) | [información en español](#)  >

[HOME](#) [APPLY NOW](#) [E-COURSES](#) [RESEARCH AT HU](#) [ATHLETICS](#) [SUPPORT HU](#)



[Take a virtual tour of our campus](#)

## EVENTS CALENDAR

Zumba Gold class  
8/4/2013 5:30 pm  
Every Monday, Wednesday and  
Thursday...[more](#)

Cineflix in Ilfeld (Movie)  
8/7/2013 7:30 p.m.  
"Mud" Rated...[more](#)

Cineflix in Ilfeld (Movie)  
8/9/2013 7:30 p.m.  
"Oblivion" Rated PG-13.  
...[more](#)

## NEWS [Donnelly Offers Muslim Journeys Reading Group](#)

### FUTURE STUDENTS



Information on programs,  
applying, financial aid and  
more... [go](#)

### CURRENT STUDENTS



Information on registration,  
financial aid, campus life and  
more... [go](#)

### ALUMNI & FRIENDS



Information on alumni  
events and resources for  
the community... [go](#)



## NMHU SAYS

Stacy Romero  
"The media arts faculty is a  
powerhouse here at  
Highlands"...[more](#)



[Home](#) > [The Office of Research and sponsored Projects \(ORSP\)](#)

## 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](#)

### FORMS

- [Pre and Post Grant Forms](#)

### GRANT WRITING TIPS

- [Crucial Steps for Submitting Proposals](#)
- [GrantSearch Tools \(References and Resources\)](#)
- [Roadmap to Writing a Proposal](#)

### 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 \(Pdf\)](#)



### NMHU SAYS

Rachelle Bonnett

"It's been a tremendous opportunity to grow as an artist working in the Highlands art foundry."...more

# At “Grants Search Tools”

## 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.

# Cover Page Information

## **NMHU SEARCH WINDOW => DATA FOR COMPLETING PROPOSALS**

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

# 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) w/ 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*

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Accreditation</li><li>• Degrees Awarded</li><li>• Enrollment and Retention</li><li>• Faculty Data</li></ul> | <ul style="list-style-type: none"><li>• NMHU Mission</li><li>• NMHU Strategic Plan</li><li>• NMHU Master Plan</li><li>• Outcome Assessment</li></ul> |
| <ul style="list-style-type: none"><li>• College Portrait</li><li>• Factbook</li><li>• Performance Effectiveness</li><li>• Common Data Set</li></ul> | <ul style="list-style-type: none"><li>• Special Requests</li></ul>   |

# 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](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

<b>Goals</b>	<ul style="list-style-type: none"><li>• Broad statements with long-term, ideal outcomes.</li><li>• Most proposals do not have more than 3 goals.</li><li>• Depending on proposal, justification included after goal and before the objectives.</li></ul>
<b>Objectives</b>	<ul style="list-style-type: none"><li>• Specific &amp; measurable indicators of how goal will be achieved.</li><li>• May include process and outcome measures.</li><li>• Most proposals include around 3 objectives per goal.</li></ul>
<b>Activities or Methods</b>	<ul style="list-style-type: none"><li>• A breakdown of the steps for achieving each objective</li><li>• Keep sequential order of tasks</li></ul>
<b>Timeline</b>	<ul style="list-style-type: none"><li>• GANTT chart commonly used to present activities and the projected date of completion by month/year.</li></ul>

# 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 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

# Research Design

NSF's User-Friendly Handbook for Project Evaluation

<http://www.westat.com/westat/pdf/news/ufhb.pdf>

- Develop conceptual model of project (*e.g., Logic Model*).
- Develop key 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 needs 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.