WRITING GRANT PROPOSALS: PROCESS, RESOURCES, SUPPORTS

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TIPS FOR WRITING A COMPETITIVE GRANT PROPOSAL

• Give yourself enough time!
  • 3 months minimum
  • Most opportunities require lots of other documents besides the science
  • Getting funding takes time
• Understand the funding agency
  • Align with mission
• Use a handbook to keep on task
  • Handbook for planning & writing successful grant proposals, 2nd Ed. (2021), M.S. AtKisson
  • Grant application writer’s workbook (2015), S.W. Russell and D.C. Morrison

• Read the Request for Proposals carefully
  • Usually very detailed
• Read the Request for Proposals carefully again.
  • And probably a few more times
• Talk to the Program Officer
  • Get feedback on whether your project fits with their mission
• Resubmit
• Use ORI resources
  • Don’t wait until the last minute!
  • New Research Development resources!
# Ideal Grant Writing Timeline - Larger Research Grant

## 1 Year Start
- Study funding agency
- Draft preliminary overview/aims
- Assess data
- Get publications in pipeline

## 9 Months Strategize
- Gather preliminary data
- Read Sample proposals
- Revise preliminary aims if necessary
- Draft budget

## 6 Months Preliminary Draft
- Polish overview/aims
- Begin writing
- Block off regular time
- Contact Program Officer

## 4 Months Regulatory Issues
- Fill out protocol forms
- Gather biosketches
- Gather letters

## 2 Months Details
- Continue writing
- Continue forms

## 1 Month Mock Deadline
- Good draft ready
- Start the 1 month timeline
ONE MONTH TIMELINE

1 Month
- Touch base with ORI
- Get someone to read proposal

2 Weeks
- Incorporate final edits
- Print out and proof read

1 Week
- Upload files on submission portal (Cayuse)
- Work with ORI
IDEAL GRANT WRITING TIMELINE – SHORT/PILOT PROPOSALS

4 Months
Start
• Draft preliminary overview/aims
• Assess data
• Study funding agency
• Begin writing
• Block off regular time

2 Months
Organize
• Work on regulatory forms
• Solicit letters
• Gather biosketches
• Draft budget

6 Weeks
Preliminary Draft
• Polish overview/aims
• Solicit feedback

1 Months
Details
• Continue to gather forms
• Incorporate feedback

2 Weeks
Upload
• Continue edits
• Learn the sponsor portal
• Start to upload docs
• Contact ORI

1 Week
Finalize
• Work with ORI
• Complete uploads
OFFICE OF RESEARCH AND INNOVATION

- Research Administration
  - Oversees financial administration for externally funded projects from proposal submission through project management and reporting.

- Research Development

- Institutional Ethics and Compliance
  - Assists researchers to comply with applicable laws, regulations, and policies regarding human and animal subjects, biosafety and export control.

- Technology Commercialization and Ventures
  - Promotes, protects and supports commercialization of intellectual property arising from research conducted at UMass Dartmouth.

- Undergraduate Research
  - Promotes undergraduate research, supports student-researchers, and disseminates the products of student research.

- Environmental Health and Safety
  - Provides information and training about biosafety, chemical hygiene, ergonomics, fire safety, hazardous waste, industrial hygiene, and occupational hygiene.
RESEARCH DEVELOPMENT

• Research Development Manager
  • Funding search
  • Navigate administrative structures within the institution
  • Work with investigators to improve grant writing skills and grantsmanship
  • Write proposal components
  • Provide strategic advice on making proposals competitive
  • Edit proposal drafts
  • Coordinate institutional support requests
  • Coordinate pre-submission peer reviews of proposal drafts
NEW PROGRAMS  HTTPS://UMASSD.INFOREADY4.COM/

• The Grant Intensive Fellowship - two-semester, faculty fellowship focused on skills needed to write competitive funding proposals. TGIF is intended for faculty at any level who are preparing to write a proposal and would like support during the process to produce a highly competitive proposal. The format will be a mix of workshop presentations, peer review, and writing group support. Deadline for applications is October 14, 2022.

• The Faculty Research Mentor program - for faculty whose research and funding agenda would benefit from a mentor with expertise in their funding area. Funds are available for Mentor stipends and travel to UMassD.

• Travel of Research Investigators to Potential Sponsors - benefits UMassD researchers by providing the opportunity to meet with Program Officers at funding agencies. Funds are available to support 1 day of travel and per diem.

Not new but important:
• Course Release Opportunity for Proposal Submission – October 14 Deadline for Spring Semester release