Grant Proposals

- Why?

- **Form:** Very Different than a manuscript!
  - **Purpose:** Requesting Funds
  - **Audience:** Reviewers from unknown backgrounds
  - **Format:** Includes a Rationale, Budget, Letters of Support

- Where to begin?
Grant Proposals

- Start with your research **idea**….this is the core of your proposal
  - Why is it interesting?
  - Who/what will it affect?
  - What are its potential **impacts**?

- Find a compatible funding opportunity…..
  - Desired outputs and outcomes compatible with above questions
  - Basic vs. Applied
  - Discipline centric vs. Multi or interdisciplinary

- Acquire, read and reread Request for Proposals…RFP (RFA)
RFPs…RFAs

Organic Agriculture Research and Extension Initiative

FY 2010 Request for Applications

APPLICATION DEADLINE: February 9, 2010

U.S. Department of Agriculture
National Institute of Food and Agriculture
Grant Proposals: Places to look

- Federal Government (*e.g.* USDA NIFA, NSF, NIH)
- Foundations (*e.g.* Kellogg, Gates Foundation)
- Industry (*e.g.* commodity groups, agricultural companies)
- University internal funding programs (*e.g.* GREEEN)
- COS (Community of Science) a metasite that searches 1000’s of potential funding agencies
  
Grant Proposals: Structure

- Executive Summary
- Introduction
- Rationale
- Methods
- Budget and Justification
Executive Summary

- First Impression

- Typically limited to 500 words or less…

- It must communicate your idea, why it perfectly meshes with the desired outcomes of the RFA, and that your research is a wise investment

- Write this last!
Introduction

- Present your IDEA
- OBJECTIVES and specific HYPOTHESES
- Background literature
- Preliminary data
- Why your idea needs to be tested/implemented
Rationale

- Where you “Sell” your idea

- Relate your idea back to the desired priorities, objectives, and outcomes of the RFP or RFA!!

- Clearly indicate how your work will impact the funding agency’s target audience

- Whenever possible use the terminology found in the RFA
Methods

- Similar to a methods section in a manuscript
- Provide adequate detail to convince the reader that you are qualified
- Provide how you expect to analyze data
- Describe expected pitfalls and how they will be overcome
Budget

- Where you ask for $$
- Provide ESSENTIAL information but not too much detail
- Provide the budget in a table format
- Justify your budget in a budget justification explain personnel, travel, materials, equipment and other costs
**Budget**

**Project Title:** Evaluating the Importance of Visual Cues for Fruit Pest Attraction to Pheromone Dispensers and Attract and Kill Devices

**Project Principal Investigator:** Matthew J. Grieshop

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>FY-10</th>
<th>FY-11</th>
<th>FY-12</th>
<th>Matching Funds Received*</th>
<th>Matching Funds Pending*</th>
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</thead>
<tbody>
<tr>
<td><strong>Personnel Wages</strong></td>
<td></td>
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<tr>
<td>A1. Research associates &amp; post-docs</td>
<td>$8,470</td>
<td>$8,986</td>
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<td>A2. Technical/Administrative Support</td>
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<td>A3. Other (please list)</td>
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<td>A4. Fringe Benefits** (Must be charged as direct costs.)</td>
<td>$4,100</td>
<td>$4,309</td>
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<td><strong>B. Graduate students – including associated fringes</strong>*</td>
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<td><strong>C. Undergraduate students</strong>****</td>
<td>$9,000</td>
<td>$9,270</td>
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<td>$5,459</td>
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<tr>
<td><strong>Total Personnel Costs A+B+C</strong></td>
<td>$21,570</td>
<td>$22,565</td>
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<td>$5,459</td>
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<td><strong>D. Nonexpendable equipment (Attach explanation)</strong></td>
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<td><strong>E. Materials, Supplies &amp; Publications</strong></td>
<td>$8,000</td>
<td>$4,000</td>
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<td>$3,500</td>
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<td><strong>F. Travel</strong></td>
<td>$3,000</td>
<td>$3,000</td>
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<td>$1,540</td>
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<td><strong>G. Other Direct Costs (Attach explanation, list of items and individual costs.)</strong></td>
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<td><strong>TOTAL D+E+F+G</strong></td>
<td>$11,000</td>
<td>$7,000</td>
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<td>$5,040</td>
<td>$10,499</td>
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</table>
Budget Narrative:

*Personnel Wages and Fringe ($44,135)*
Funds are requested to partially offset post doctorate labor costs ($17,456) and fringe ($8,409) to manage the technical aspects of the project, and to hire undergraduate labor ($18,270) to assist in the maintenance of field trials and the preliminary evaluation of video data. We expect the project to involve at least 900 hrs of undergraduate labor per year at $10/hr (3% wage increase in year 2).

*Matching Funds:* An additional $5,459 for undergraduate labor support will be available from a sister project pending with the Michigan apple committee.

*Materials, Supplies and publications ($12,000)*
A total of $8,000 is requested to assist in the purchase of field video recording equipment including: DVR’s, Cameras, hard drives, cables, lenses, deep cycle batteries, digital timers, solar panels, field enclosures. An additional $3000 is requested to assist in the purchase of custom loaded pheromone lures (estimated at $2000), hardware for visual model and trap creation and insect collecting supplies. $1000 is requested to support page costs.

*Matching Funds:* An additional $3,500 of materials and supplies support will be available from a sister project pending with the Michigan Apple Committee.

*Travel ($3,710)*
Travel expenses for this project will be significant with each field trip costing approximately $100 (200 miles RT x $0.50/mile). The requested $6,000 (over two years) will pay for approximately 60 field trips.

*Matching Funds:* An additional $1,540 of travel support will be available from a sister project pending with the Michigan Apple Committee.
Appendices

- **Letters of support:** solicit these from collaborators not listed as PIs or politically important figures
  - Farmers, scientists, business owners, commodity group leaders

- Additional figures, materials as allowed by the RFP
Grant Writing Do’s and Don’ts

- **DO:** Follow page limits and formatting requirements EXACTLY!!
- **DO:** Use concise declarative sentences
- **DO:** Use phrases and language from the RFA whenever possible, especially in the rationale
- **DO:** Exactly follow the format provided in the RFA and use the provided headings and subheadings whenever possible
- **DO:** Use figures and tables where appropriate
- **DO:** Solicit reviewers from both inside and outside your home discipline
- **DO:** Learn as much as possible about the review process and probable source of reviewers (Disciplines? Farmers? Foundation CEOs?)
- **AVOID:** Abbreviations and jargon whenever possible
- **AVOID:** Filling up every last square inch of paper
- **AVOID:** “Overbudgeting”
Which of these statements is a well written objective?

“To test organically and conventionally managed soils to see if organic matter is higher in the latter.”

“To determine whether there is a difference in soil characteristics between conventionally and organically managed soils.”
Assignments

- **Due May 8** “Submittal ready” manuscript to small groups

- **Due April 21** first draft of Hutson or other proposal (NSF, CERES, SARE student proposals) to small groups

- **Due April 30** Final Hutson Proposal to Heather (3 copies).