2020-2021 Collaborative Grant Writing Workshop Series

Session 1 – Intro to Grant Seeking

MINNESOTA STATE

Welcome and Ground Rules

- Interactive Format
  - Participant Polls
  - Breakout Room (rename with institution)
  - Ask questions as they arise

- Co-Presenters
  - Mankato: Kristel Seth, Director of Research and Sponsored Programs
  - St. Cloud: Jodi Kuznia, Director of Research Development
  - Winona: Brett Ayers, Director of Grants & Sponsored Projects
           Katie Subra, Grants Specialist

MINNESOTA STATE

Learning Objectives
(*Poll 1)

- Getting started
- Find, understand & select funding opportunities
- Consider your team, stakeholders and institution
- Tap into campus resources and understand your institution's internal process

General Tips to Getting Started

- Consider starting with preliminary or pilot projects
- Think through your writing style ~ *create strong, persuasive content*
- Quality matters ~ *follow funding agency guidelines and submission requirements*
- It's never TOO early to start planning and/or writing
  - *private grants (10-40 hrs.), state grants (40-60 hrs.), federal (75-100 hrs.)*
- Plan for early submissions ~ *avoid validation/technology issues*
- Rejection is normal in grant submissions ~ *use it as an opportunity to get feedback and hone your grant-writing skills*

Position yourself to be a Successful Grant Writer
*(*Poll 2)*

Define your scholarly portfolio (*cutting-edge/innovative ideas*)

1. Actively contribute to your discipline
  1a. Publications (*first author or co-author*)
  1b. Present at local, regional and national conferences
2. Get involved with professional societies
3. Consider opportunities to integrate scholarly activity, publishing and teaching

Demonstrate you can get work done (*creditability*)

1. Define short-term and long-term scholarly agendas, and outline the roadmap used from project to project
2. Implement working relationships with populations/communities associated with your work
3. Identify opportunities to serve as a Co-PI or Senior Personnel for other grant-funded projects to build your CV/credibility

Become an effective grant-writer

1. Clearly define the problem you will solve and clearly define steps that will be implemented to solve it
2. Assemble the team and build the implementation plan articulating expertise within the team
3. Research and understand the funding agency you plan to pursue – volunteer to be a grant-reviewer prior to your own grant submission

The role of a Principal Investigator (PI): Pre-award efforts

Prior to proposal submission (do this early!!)
- Study RFP/Call for Proposals
- Define the project
- Identify critical resources, engage stakeholders, secure matching contributions
- Create proposal development timeline/checklist
- Define proposal budget in collaboration with Dean/VP/Supervisor and Research Office
- Outline the management/ implementation plan
- Write the proposal narrative and compile proposal requirements
  - Ask for input/feedback on developing specific project-related involvement
- Obtain internal approval (*proposal approval form*)

3

The role of a Principal Investigator (PI): Post-award efforts

Upon award:

- Complete all compliance requirements
- Implement the project
- Be responsible for spending the grant funds in accordance with the funder-approved budget
- Adhere to sponsor guidelines and University processes
- Complete and submit performance/annual reports
- Contact Research Office for award modifications

GrantForward: Funding opportunities

Step 1: Create a GrantForward Account

- Go to the GrantForward homepage at www.grantforward.com
- Press the **Sign Up** button on the upper right hand side.
- On the Create an Account on GrantForward page, enter your institution email, and create a password.
- A confirmation email will be sent to the email you provided.
  - Click on the link from your email, and that will initiate account access to GrantForward.

GrantForward: Research Profile

Step 2: Create a GrantForward Profile

- Under the **Profile** tab, press **Create Profile**
- Enter your basic information.
- Add your research interests.
  - Profiles can also be edited/updated as often as necessary.
- Now that your profile is set up you can receive customized grant recommendations based on your research interests!
- You can also set up recommended grant alerts to receive automatic notification emails.

Request for Proposals (RFP)

also referred to as Call for Proposals or Notice of Funding Availability (NOFA)

- The funding agency's **rule book** that gives grant seekers valuable information needed to understand your project alignment with funding priorities and instruction on how to submit a complete, competitive proposal
  - project requirements, necessary collaborations, proposal requirements, implementation requirements, submission guidelines, deadline information, Program Officer(s) contact info, etc.
- Pay VERY close attention to the RFP *(and program info on their website)*
- Print, read thoroughly, highlight important info, and refer to it often
- Determine if your project fits and qualifies, and confirm eligibility
- Consider how your project fits the funding agency needs/priorities

~ If you want their money...you have to play by their rules ~

Resources: Funded grants
(*Poll 3)

Reviewing other grant proposals can benefit your writing.
- Request copies of funded proposals
  - Freedom of Information Act (FOIA) has provided the public the right to request access to records from any federal agency
    - https://www.foia.gov/how-to.html
  - Review recently funded awards, then (directly) call/email awarded PIs

Resources: Reviewing grants
(*Poll 4)

Volunteering to be a proposal reviewer can benefit your writing.
- Campus committees
- Local/Regional foundations
  - Central MN Arts Board/Prairie Lakes Regional Arts Council
- Federal Agencies
  - DOE; https://www2.ed.gov/about/offices/list/ope/peer-reviewers/peer-reviewers-faq.html#q4
  - HRSA; https://www.hrsa.gov/grants/reviewers
  - NEA; https://www.arts.gov/form/volunteer-to-be-a-national-endowment-for-the-arts-panelist
  - NEH; https://securegrants.neh.gov/signup/
  - NSF; https://www.nsf.gov/bfa/dias/policy/merit_review/reviewer.jsp
  - NASA; https://science.nasa.gov/researchers/volunteer-review-panels

Institutional Support and Processes

- Identify and capitalize on campus resources available to support your work
- Each campus offers different resources
- The earlier you engage the Research Office, the more support we can provide
- Institutional proposals/awards are issued to the University, not an individual, thus individuals with delegated authority must approve prior to submission and can sign agreements with external agencies

(*Breakout Rooms*)

Wrap-up/Questions/Closing Thoughts
*(*Survey)*

Contact us as soon as you start thinking about external funding. We can help you with ALL grant-related topics.

- MSU Research and Sponsored Programs
  - 96 Memorial Library
  - 507-389-5275 or RASP@mnsu.edu
- SCSU Research and Sponsored Programs
  - Administrative Services, Room 101
  - 320-308-4932 or ResearchNow@stcloudstate.edu
- WSU Grants & Sponsored Projects
  - www.winona.edu/grants

Remember to check out our upcoming sessions!

Pop-Ups and Workshops

October 30ᵗʰ Pop-Ups

Foundations & Local Funders, 12-12:30pm

Hearing from Peers, 12:30-1pm

November 13ᵗʰ Workshop

Proposal Development, 12-1:00pm

November 20ᵗʰ Pop-Ups

Research Design, 12-12:30pm

Stakeholder Development, 12:30-1pm

Sources

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