



T
U
E
S
T
Y
C



**PROPOSAL PLANNING,
INSTITUTIONAL SUPPORT, AND
GRANT MANAGEMENT**

2YC3 Proposal Preparation Webinar
January 17, 2014


T
U
E
S
T
Y
C



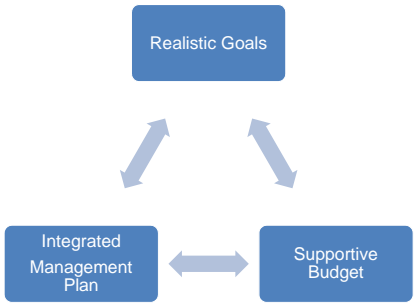
**In preparing for battle I've always found that
plans are useless, but planning is essential.**
--Dwight Eisenhower

2YC3 Proposal Preparation Webinar
January 17, 2014

T
U
E
S
T
Y
C



**ESSENTIAL ELEMENTS OF A WELL-
CRAFTED PROPOSAL**





```
graph TD; A[Realistic Goals] --> B[Integrated Management Plan]; A --> C[Supportive Budget]; B <--> C
```

2YC3 Proposal Preparation Webinar
January 17, 2014

T
U
E
S
T
Y
C

TWO LIMITING FACTORS

- TIME

- MONEY

Like we tell our students, an hour spent planning will save you days spent working. It will also make it more likely to win you the award.

2YC3 Proposal Preparation Webinar
January 17, 2014

T
U
E
S
T
Y
C

A WELL CRAFTED MANAGEMENT PLAN IS....

- DETAILED so it is clear **who** is doing **what** and **when**.
- INTEGRATED with the project timeline (and evaluation plan).
- MATCHED to the strengths and experience of each PI, coPI, and senior personnel. (Make sure it matches the **budget**, the **biosketches**, and the **results of prior work**.)
- REALISTIC, both in terms of PI ability, project timeline, and the budget.
- EFFICIENTLY PRESENTED: Gantt Chart

2YC3 Proposal Preparation Webinar
January 17, 2014

T
U
E
S
T
Y
C

Milestone Chart Example


A Gantt chart is an indispensable tool for scheduling and planning projects. Presented below is an example "proposal" milestone chart that will be part of the Phase II proposal. As the Phase II project progresses, a milestone chart based on the actual activities performed (including start and end dates) will be attached to each progress report. (To obtain a [Blank Milestone Chart](#), click on the link.) Upon completion of the Phase II project, a completed "actual" milestone chart will be part of the Phase II Final Report.

The Gantt chart portion must show duration and timing of tasks. Indicate a beginning and ending of each task by "^^".

Gantt Chart (X= 1 month effort)	Estimate Duration for each Task	Reporting Period 0-6 months	Reporting Period 6-12 months	Reporting Period 12-18 months	Reporting Period 18-24 months
Lower case x = 1/2 month effort					
Task 1: Optimize Optics Design	6 months	^XXXXXXXX^^			
Task 2: Design and Fabricate Modules	10 months	^XXXXXXXXXXXX^^			

2YC3 Proposal Preparation Webinar
January 17, 2014

**T
U
E
S
T
Y
C**




BUILDING YOUR TEAM

- COLLEAGUES
 - CoPIs
 - Senior Personnel
- ADMINISTRATORS
 - Department Chair
 - Dean, Provost, President
- OFFICE OF GRANTS AND CONTRACTS
 - Senior Research Officer (SRO)
- BUSINESS OFFICE
- HUMAN RESOURCES

2YC3 Proposal Preparation Webinar
January 17, 2014

**T
U
E
S
T
Y
C**




Administrators can help you address institutional inertia, lack of understanding, and other barriers...

.....but you need to help them understand how the grant benefits *your students*, the institutional mission, and the administrator's goals.

2YC3 Proposal Preparation Webinar
January 17, 2014

**T
U
E
S
T
Y
C**



Talk to administrators:

- Early, not the day before the due date.
- Administrators already handle too many crises – do not be another crisis.
- Work through the organizational structure from your position going up.
- Make it easy for the administrator at one level to help you “sell” your proposal to the next level administrator.


2YC3 Proposal Preparation Webinar
January 17, 2014

**T
U
E
S
D
A
Y
C**

The strongest support comes from a broad spectrum of stakeholders

Gaining that support requires:

- Talking briefly and succinctly in the stakeholder's language.
- Understanding what will make the grant application produce a "win" for the stakeholder.
- May require some flexibility and modification to your thinking to make it better align.
- *Keeping students first.*




2YC3 Proposal Preparation Webinar
January 17, 2014

**T
U
E
S
D
A
Y
C**

Prepare text of your "pitch" in advance

- State the problem you are trying to solve and why it's relevant and beneficial to the institution.
- Explain your proposed solution.
- Explain why the Institution should support your proposal, customized to the viewpoint of the particular administrator.
- *Don't ask for an answer right away.*




2YC3 Proposal Preparation Webinar
January 17, 2014

**T
U
E
S
D
A
Y
C**

Plan for Meetings with the Administrators

- What is the ideal outcome?
- What barrier(s) do you want each administrator to address?
 - Write a letter of support?
 - Provide funding for a student?
 - Interface with the Business Office to garner support and/or obtain negotiated indirect rate?
 - Approval to hire replacement faculty when the proposal is funded?
 - Assistance in talking with the next level of administration?



2YC3 Proposal Preparation Webinar
January 17, 2014

**T
U
E
S
T
Y
C**

**Work Through The Chain of Command
from Bottom to Top**

President
Provost or VP
Chair and Dean

2YC3 Proposal Preparation Webinar
January 17, 2014

**T
U
E
S
T
Y
C**

Presenting to the Dean or Chair

- Focus is garnering support to talk with the VP or Provost (do not jump).
- Dean or Chair is extremely busy, but also reasonably hands-on and tactical.
- Dean likely cares about:
 - equipment to be gained
 - student learning outcomes
 - understanding what is going to be different (better) as a result of this proposal
- Ask Dean what might be the most important points for a discussion with the VP and use that knowledge to customize your elevator speech for the VP/Provost.

2YC3 Proposal Preparation Webinar
January 17, 2014

**T
U
E
S
T
Y
C**

Gaining the VP/Provost's support


- Jointly "sell" your idea with the help of your Dean.
- Know specifically what you want.
- Recognize that the VP/Provost view must be more global.
- More strategic than a Dean's view.
- Receives many requests daily – consider what makes yours stand out.
- Deliver your brief description of the problem, the solution, and why it matters to the Institution and the VP/Provost.
- Ask for feedback, and ask for what you want.

2YC3 Proposal Preparation Webinar
January 17, 2014

**T
U
E
S
T
Y
C**

Gaining the President's support

- Ideally, jointly "sell" your idea with the help of your Dean and/or VP.
- Know specifically what you want.
- Recognize that the President's view is the most global and strategic view.
- Deliver your brief description of the problem, the solution, and why it matters to the Institution and the President.
- Ask for feedback, and ask for what you want.




2YC3 Proposal Preparation Webinar
January 17, 2014

**T
U
E
S
T
Y
C**

Pitfalls to Avoid

- Last minute crisis mode.
- Using jargon that requires a detailed explanation.
- Assuming understanding.
- Talking too much – not being brief.
- Ignoring feedback.
- Not recognizing what matters at each level.
- Not clearly and specifically asking for what for what you want.
- Losing your temper or showing frustration with lack of understanding or support.




2YC3 Proposal Preparation Webinar
January 17, 2014

**T
U
E
S
T
Y
C**

Gaining Institutional Support Matters

- Plan ahead and execute the plan.
- Work the chain from the bottom up, asking each level to help you gain support at the next level.
- Recognize what matters at each level and frame your project in those terms.
- Be willing to adjust your project as you go up the chain.
- Know specifically what you want at each level.
- Ask for what you want.




2YC3 Proposal Preparation Webinar
January 17, 2014

**T
U
E
S
D
A
Y
C**

ONCE YOU GET THE AWARD


- CELEBRATE!
- Buy some coffee.
- Talk to your SRO—get the paperwork done ASAP.
- Visit your Business Office—find out when the funds will be available.
- Revisit your Management Plan and Timeline along with your collaborators.
- Remind everyone of their support letters... sometimes things change!
- Get to work!



2YC3 Proposal Preparation Webinar
January 17, 2014

**T
U
E
S
D
A
Y
C**

Questions and Answers



2YC3 Proposal Preparation Webinar
January 17, 2014
