Proposal Writing Tips and Pointers

Principle Investigators often ask how successful proposal writers get started. Here are a few helpful suggestions to consider before you start:

1. Do your homework. PI’s who thoroughly understand their research are more likely to be funded.

2. Serve on competitive grant review panels. This process will help you gain valuable understanding to how the awarding processes work.

3. Establish and maintain constant communication with your funding source. Communicate with your funding source before submitting, during review and after the award.

4. Start early. The most common mistake is to start too late. The most successful applicants can take as many as 6 months to prepare their applications.

5. Do not assume The Office of Sponsored Projects can sign off on a proposal within a day or two. Many proposals need signatures from different areas of campus. This takes time to review and obtain. As a good rule, give about a weeks worth of time for OSP to review and obtain the needed signatures.

6. Take advantage of the resources The Office of Sponsored Projects provides. OSP has funding sources, a library of proposals writing books and tips, a quiet writing lab, and on-hand administrators to help with any questions you may have.

Successful proposals take time and effort. Taking a few extra steps can greatly increase your chances of getting funded.

OSP Offers New Service

The Office of Sponsored Projects is pleased to offer a new service to assist Principle Investigator’s in the financial aspect of externally funded projects. Beginning in November, our office began sending out monthly budget memos which will show budgeted amounts, expenditures, commitments, and balances available for these projects. These memos will be sent out on a monthly basis, shortly after the books are closed each month, generally around the 5th or 6th. The purpose of these memos is to give a “snapshot” of account balances so that funds can be spent on a timely basis and within budget limits.

Special thanks to Susan Diersman in the Accounting Office for all of her programming efforts and support of this new service.

If you have any questions concerning these memos, please call Ramona Sessions at ext. 8074.

- Ramona Sessions
### OSP Monthly NEW PROPOSALS

<table>
<thead>
<tr>
<th>Agency</th>
<th>Principal Investigator</th>
<th>Proposed Amount</th>
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<tbody>
<tr>
<td>USFWS</td>
<td>John Cavitt</td>
<td>$ Unspecified</td>
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<tr>
<td>USHE</td>
<td>Laird Hartman</td>
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<td>USHE</td>
<td>Rich Conroy</td>
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<td>USHE</td>
<td>Warren Hill</td>
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<tr>
<td>NSF</td>
<td>Carol Merrill</td>
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### OSP Monthly NEW AWARDS

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<tr>
<th>Agency</th>
<th>Principal Investigator</th>
<th>Amount</th>
<th>Title</th>
<th>Date Ending</th>
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<tbody>
<tr>
<td>US Federal Government</td>
<td>Stacy Palen</td>
<td>$1,000,000</td>
<td>Ott Planetarium</td>
<td>12/31/05</td>
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<tr>
<td>Daimler Chrysler</td>
<td>John Kelly</td>
<td>$ Unspecified</td>
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<td>NSF</td>
<td>Warren Hill</td>
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<td>AAUW Foundation</td>
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### OSP Monthly Expiring Awards

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<th>Date Ending</th>
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<tbody>
<tr>
<td>Raytheon Training, Inc.</td>
<td>John Kelly</td>
<td>$127,140</td>
<td>Raytheon</td>
<td>12/31/05</td>
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<tr>
<td>Salt Lake Valley Health Dept.</td>
<td>Joe Thomas</td>
<td>$35,000</td>
<td>SLC I/M Emissions Repair Training</td>
<td>12/31/05</td>
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<tr>
<td>Dept. of Comm. &amp; Econ.</td>
<td>Beverly King</td>
<td>$84,000</td>
<td>2005 Small Business Development Center (SBDC)</td>
<td>12/31/05</td>
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<tr>
<td>Mountain View Hospital</td>
<td>Catherine Earl</td>
<td>$60,000</td>
<td>Payson Hospital Nursing</td>
<td>12/31/05</td>
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<tr>
<td>Bureau of Reclamation</td>
<td>Marek Matyjasik</td>
<td>$30,000</td>
<td>Weber River Aquifer Project</td>
<td>12/31/05</td>
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<tr>
<td>National Science Foundation</td>
<td>Colin Inglefield</td>
<td>$71,700</td>
<td>MRI/RUI: Acquisition of a Scanning Probe Microscope for Undergrad Research</td>
<td>12/31/05</td>
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</table>
Agency: U.S. Department of Health and Human Services; Center for Disease Control and Prevention  
Due Date: January 9, 2006  
Amount: $ 8 mil  
# of Awards: 30  
Synopsis: Notice seeking proposals to establish a national program to prevent behaviors and unhealthy environments that place elementary school through college-aged young people at risk for a myriad of health problems.  
http://fedgrants.gov/Applicants/HHS/CDC/PGO/CDC-RFA-DP06-601/Grant.html

Agency: National Institute on Mental Health  
Due Date: March 28, 2006  
Amount: $ 1.5 mil  
# of Awards: 1-2  
Synopsis: PAR inviting grant applications for Interdisciplinary Developmental Science Centers for Mental Health: Mature Centers.

Agency: U.S. Department of Commerce; National Oceanic & Atmospheric Administration  
Due Date: January 13, 2006  
Amount: $ 6 mil  
# of Awards: 50  
Synopsis: Notice seeking proposals that catalyze the implementation of locally driven barrier removal projects, to remove dams and other barriers in order to benefit living marine resources (particularly diadromous fish).  
http://fedgrants.gov/Applicants/NOAA/GMC/NMFS-HCPO-2006-2000405/Grant.html

Agency: National Institute on Deafness and Other Communication Disorders  
Due Date: February 15, 2006  
Amount: $ 500,000  
# of Awards: 2 to 3  
Synopsis: FRA inviting grant applications to address infrastructure needs for patient-oriented research in the NIDCD mission areas of hearing, balance, smell, taste, voice, speech and language.  
http://fedgrants.gov/Applicants/NIH/NIH/RFA-DC-07-002/Grant.html

Agency: U.S. Department of Health & Human Services; Center for Disease Control & Prevention  
Due Date: February 3, 2006  
Amount: $1.8 mil  
# of Awards: 3 to 5  
Synopsis: Notice seeking proposals to expand and advance out understanding of the care of the acutely injured.  
http://fedgrants.gov/Applicants/HHS/CDC/PGO/CDC-RFA-CE06-005/Grant.html

Agency: DoD; Army; USACE; SERDP  
Due Date: March 16, 2006  
Amount: $ 100,000  
# of Awards: Unspecified  
Synopsis: BAA notice seeking proposals for research focusing on the areas of Sustainable Infrastructure and Munitions Management Technologies under the SERDP Exploratory Development (SEED) program.  
http://www.fbo.gov/spg/USA/COE/DACA72/BA92D062D0001/SynopsisP.html

Agency: American Astronomical Society  
Due Date: January 3, 2006  
Amount: $ Unspecified  
# of Awards: Unspecified  
Synopsis: Program supports travel to international scientific meetings. Applicants must hold a Ph.D. in astronomy or a closely related science & work at a U.S. institution (International Travel Grant).  
http://www.aas.org/grants/itg.html

Due Date: January 24, 2006  
Amount: $ 6 mil  
# of Awards: 12 to 16  
Synopsis: Notice seeking proposals for Industrial Assessment Centers, which is a university based education program to promote the training of young engineers in the understanding of the role of energy efficiency and renewable energy practices in basic manufacturing process systems and operations. Eligible applicants are U.S. colleges or schools of engineering that are an integral part of their institutional structures and that have at least one of their four-year undergraduate programs accredited by the Engineering Accreditation Commissions or the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology.  
http://fedgrants.gov/Applicants/DOE/PAM/HQ/DE-PS36-06GO96000/Modification1.html

Agency: National Institute of Drug Abuse  
Due Date: February 1, 2006  
Amount: $Unspecified  
# of Awards: Unspecified  
Synopsis: PA soliciting collaborative research proposals on drug abuse and addiction that take advantage of special opportunities that exist outside the United States.  
http://www.fedgrants.gov/Applicants/HHS/NIH/NIH/PA-06-050/Grant.html

Many funding possibilities exist. If you do not see one listed that fits your interests, please call x7537 or email ss spendlove@weber.edu with your ideas and what you’d like to do with them so we can tailor a search just for you.
Agency: U.S. Department of Agriculture; Cooperative State Research, Education, and Extension Service; Office of Extramural Programs  
Due Date: January 13, 2006  
Amount: $12.6 mil  
# of Awards: Unspecified  
Synopsis: Notice seeking proposals to support integrated, multifunctional agricultural research, extension, and education activities that address food safety priorities in the United States.  
http://fedgrants.gov/Applicants/USDA/CSREES/OEP/USDA-GRANTS-110405-002/Grant.html

Agency: U.S. Department of Justice; Office of Justice Programs; National Institute of Justice  
Due Date: February 24, 2006  
Amount: $ Unspecified  
# of Awards: Unspecified  
Synopsis: Notice seeking proposals to conduct comprehensive evaluations of promising programs with the objective of expanding the list of effective interventions to prevent violence to and by youth.  

Agency: U.S. Department of Agriculture; Cooperative State Research, Education and Extension Service; Office of Extramural Programs  
Due Date: February 1, 2006  
Amount: $5.65 mil  
# of Awards: 20  
Synopsis: Notice seeking applications for the Hispanic-Serving Institutions Education Grants Program for fiscal year 2006 to promote and strengthen the ability of Hispanic-Serving Institutions to carry out higher education programs that attract, retain, and graduate outstanding students capable of enhancing the nation’s food and agricultural scientific and professional work force.  
http://fedgrants.gov/Applicants/USDA/CSREES/OEP/USDA-GRANTS-110405-003/Grant.html

Agency: U.S. Department of Health and Human Services; Health Resources and Services Administration  
Due Date: January 17, 2006  
Amount: $ Unspecified  
# of Awards: Unspecified  
Synopsis: Notice seeking proposals to gain research knowledge that will serve to increase victim safety and improve justice system and related responses to intimate partner violence and stalking.  
http://fedgrants.gov/Applicants/HHS/HRSA/GAC/HRSA-06-021/Grant.html

Agency: U.S. Department of Health and Human Services; Center for Disease Control and Prevention  
Due Date: February 3, 2006  
Amount: $750,000  
# of Awards: 3  
Synopsis: Notice seeking proposals to expand and advance CDC’s understanding of what works to prevent unintentional injuries, and how what works can be translated for maximum impact in public health.  
http://fedgrants.gov/Applicants/HHS/CDC/PGO/CDC-RFA-CE06-001/Grant.html