



Grant Writing + You

September 30, 2020

Day 2

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Agenda - Day 2

- ▶ 2:00 p.m. Lessons Learned: Current Grantees Discuss Logic Models and Tools for Success
- ▶ 2:30 p.m. Breakout Session: Peer Review of Draft Logic Models
- ▶ 3:00 p.m. Break
- ▶ 3:15 p.m. Lessons Learned: Current Grantees Discuss Writing a Successful Project Narrative
- ▶ 3:45 p.m. Drafting a Budget and Budget Narrative - Mark Otto, MPA Projects Director
- ▶ 4:15 p.m. Break
- ▶ 4:30 p.m. Overview of Grant Proposal Development, Submission, and Review Process - Dr. Daniel Perkins, Co-Principal Investigator, CYFAR PDTA Center
- ▶ 5:00 p.m. Adjourn

Lessons Learned: Logic Models

Panelists: Sarah Amin, Rukeia Draw-Hood, Sarah Kleinman, and Joanna Tzenis
Facilitator: Steph Nunn

Introductions



Sarah Amin, PhD



Rukeia Draw-Hood, PhD



Sarah Kleinman,
MPA



Joanna Tzenis,
PhD

Breakout Session: Logic Model Review

Lessons Learned: Project Narrative

Panelists: Misty Blue-Terry, Ron Cox, Autumn Guin, and Carolyn Gunther

What is a project narrative?

- ▶ The section of the grant application where you describe the relevance of the proposed project, planned project activities, and anticipated outcomes
- ▶ Lay out a time frame for the project
- ▶ Describe how you will manage the project from start to finish
- ▶ Describe how you will evaluate your project
- ▶ Provide a plan for disseminating your project

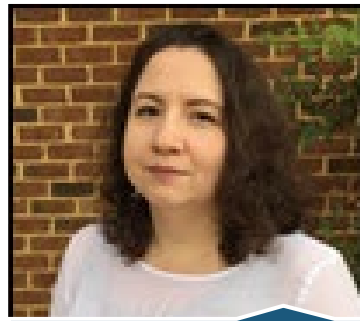
Introductions



Misty Blue-Terry



Ron Cox



Autumn Guin



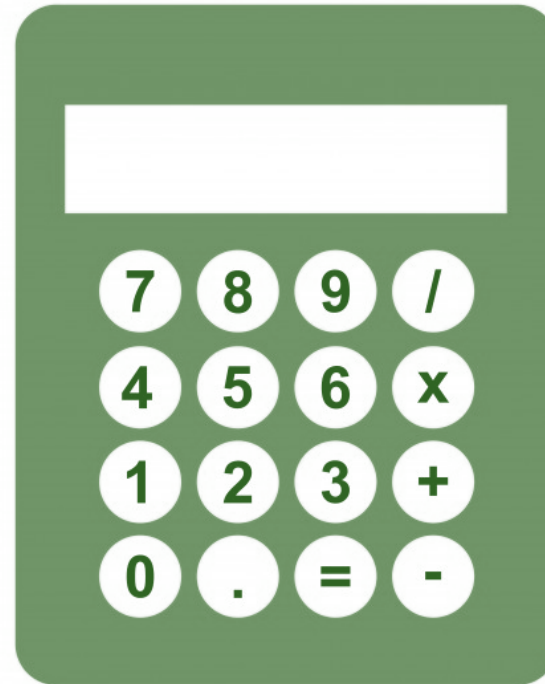
Carolyn Gunther

Budget and Budget Narrative

Mark Otto, MPA

Purpose

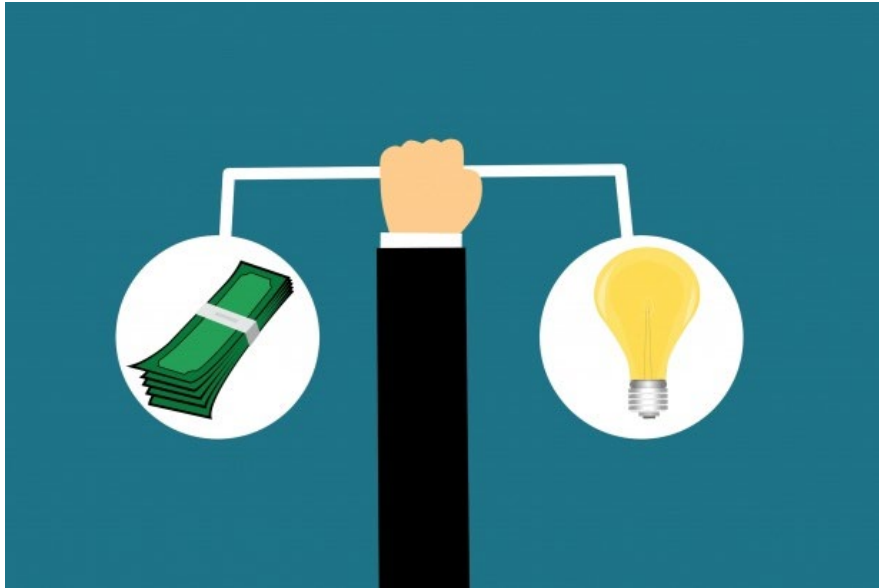
- ▶ The budget and budget narrative document the level of funding needed to support your project
- ▶ They also explain how costs were estimated



Content

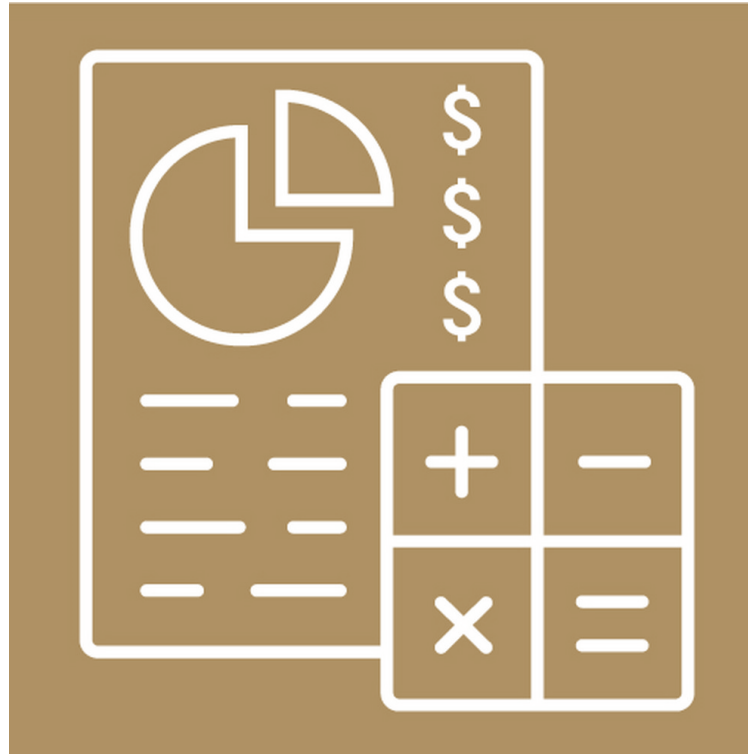
- ▶ Typical sections include:
 - ▶ **Personnel** (salaries and stipends for project staff)
 - ▶ **Fringe Benefits**
 - ▶ **Travel** (includes mileage reimbursement, flights, and per diem expenses)
 - ▶ **Equipment** (allowable equipment that is justified by the requirements of the grant)
 - ▶ **Supplies** (materials, mailings, and special-purpose supplies related to the project)
 - ▶ **Contractual** (trainers, facilitators, other specialized services that require a contract)
 - ▶ **Indirect costs** (University-defined rates)

Before you start



- ▶ Make sure you know what budget items are allowable and unallowable under the RFA
- ▶ Take note of any required budget items in the RFA, such as travel to an annual meeting or delivering printed copies of reports
- ▶ Confirm the maximum (and minimum) award amount in the RFA

- ▶ Ask your university's sponsored projects office for a budget template or form
- ▶ Define the project period
 - ▶ When will your project begin spending money?
 - ▶ When will it complete all activities and reporting requirements?



Estimating your budget

- ▶ There are many ways to estimate the cost of labor and other direct costs, like materials and equipment
- ▶ Your budget should be a mirror reflection of your application - every activity in your application should be represented in the budget
- ▶ Program activities must drive the budget

Task Method

- ▶ One budget method is to break your project into tasks, making them as large or small as you like.
- ▶ Common tasks include start-up and planning, recruitment, administration and project management, etc.
- ▶ For each task, consider:
 - ▶ Which personnel will be involved in each task? How many hours per week or month will they commit to completing the task?
 - ▶ Does this task involve travel?
 - ▶ Does this task involve curriculum, software, or training?

Moving from budget to budget narrative

- ▶ The budget narrative provides a justification of how and/or why a budgeted item helps to meet the program's goals
- ▶ Just like your application and budget need to match, your budget and your budget narrative should cover the same ground
 - ▶ make sure each line in your budget is included in your budget narrative

Final words of advice

- ▶ Cost estimates should be credible and realistic; analysts and reviewers can penalize inflated budgets!
- ▶ Avoid the word “miscellaneous”
- ▶ Once you have an idea in mind, create a first draft of your budget



Grant Proposal Development and Submission

Daniel Perkins, PhD

Getting started

- ▶ Make sure your idea fits the program priorities
- ▶ Read a successful proposal from a colleague
- ▶ Review abstracts of recently funded projects
- ▶ Ask a colleagues within and outside your area to review your proposal for clarity, logic, and significance



Grant writing is a form of communication

- ▶ You need to demonstrate there is an important issue to address, you have a strong plan to execute your project, and you have a team that can carry the project from start to finish
- ▶ You need to guide readers through your proposal
 - ▶ For example, start with an opening paragraph that lays out your entire argument so that the reader has a road map for your application
- ▶ Write clearly for the specialist in your area and non-specialist
 - ▶ Refrain from using jargon
 - ▶ Do not use too many acronyms
 - ▶ Proofread for grammar and spelling mistakes

Visual Appeal - Spacing

- ▶ Adequate spacing will separate the sections of your proposal and provide clarity
- ▶ Spacing should be applied consistently throughout your proposal (i.e., return the same number of times after each section)
- ▶ Use one space after a period - not two - to save space

Proofreading Secrets

- ▶ Read your draft aloud
- ▶ Read backwards sentence by sentence, helps you capture grammar mistakes
- ▶ Allow for a fresh read: Put the draft down and then come back to it
- ▶ Be consistent



Bee Where!

Eye halve a spelling checker, it came with my pea sea.
It plainly marques for my revue miss steaks eye kin knot sea.

Eye strike a key and type a word and weight four it two say,
Weather eye am wrong oar write - it shows me right a weigh!

As soon as a miss take is maid, it rose bee fore too two long,
An eye can put the error rite; its rare lea every wrong!

Now eye half run this grant threw it (I'm shore your pleased too
no),

Its letter perfect awl the weigh - my check tolled me sew!

Letters of Support & Commitment

- ▶ Include letters from a mix of primary and secondary consumers, community groups, businesses, as well as government, non-profit, and civic organizations.
- ▶ Include letters and Memorandum of Agreement (MOA).



Submitting your application

- ▶ Sign up for NIFA alerts to know when the RFA is released
- ▶ Coordinate with your organization's sponsored projects office
- ▶ Grants.gov Support is available 24/7 over the phone and through email
- ▶ You can also use Grants.gov Online Help to find step-by-step instructions

The proposal review process



- ▶ Each application is screened to ensure that it meets the administrative requirements described in the RFA
- ▶ Next, applications that meet the administrative requirements are evaluated by a technical review panel

Successful proposals



- ▶ Excite the reviewers
- ▶ Are easy to read and understand
- ▶ Have clear rationale and objectives that fit the program's priorities
- ▶ Communicate the importance of the topic and the potential contributions of work
- ▶ Contain a detailed project description
- ▶ Not all well-written proposal are successful, but consider resubmitting or finding alternative funders for your work

Available resources

- ▶ USDA NIFA RFA Timeline: <https://nifa.usda.gov/upcoming-rfa-calendar>
- ▶ USDA NIFA General Grant Writing Tips: <https://nifa.usda.gov/sites/default/files/resource/General-Grant-Writing-Tips-for-Success.pdf>
- ▶ USDA NIFA Peer Review Process for Competitive Grant Applications: https://nifa.usda.gov/sites/default/files/resource/NIFA-Peer-Review-Process-for-Competitive-Grant-Applications_0.pdf
- ▶ Grants.gov Grants 101: <https://www.grants.gov/web/grants/learn-grants/grants-101.html>
- ▶ Don Thackrey *The Proposal Writer's Guide*: <https://orsp.umich.edu/proposal-writers-guide-overview>
- ▶ University libraries and offices of sponsored projects often have no-cost grant writing resources for faculty and staff

Thank you!



www.cyfar.org



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