

The Award

Office Deadlines



If you are funded, celebrate!

Stick as closely as possible to your timeline.

Keep your books in good order.

Get reports in on time.

(Milestones, reports, and fiscal competency will influence the agency in the decision to fund you again.)

If you are not funded, TRY AGAIN.
(And it's not always the other guy's fault.)

Write for review letters and comments.

Discuss evaluations with your program officer.

Address all criticisms in your rewrite.

NEVER, NEVER GIVE UP. (No proposal has ever been funded without being submitted.)

Odds are always better the second time.
(But someone will also be funded the first time.)

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Most proposals required a **minimum** of three months to develop. The more time you allow, the better the outcome will be. Project consultation and budget development should begin as soon as you have an idea for a proposal.

Amounts of time needed by ORSP to provide services are as follows.
(Calculate the number of days by working back from your **transmittal** date.)

Proposal development:
11 working days-6 weeks

Budget development:
11 working days

Contract development:
varies (ASAP)

Word Processing:
6-13 working days

Formatting:
6-8 working days

Compliance review & production:
4-7 working days

Online submission:
2-8 working days

Actual dates will depend on your schedule, our workload, and the size and complexity of the proposal itself. We want to serve you as best as we can.

(REASONABLE) TIPS FOR GRANT SEEKERS

Getting Started
Proposal Format
Proposal Writing Style
The Award
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Getting Started

Give yourself time.

(You will never have enough.)

Get institutional commitments.

(Administrators tend to be hard to find.)

Line up support letters from all constituencies. (Prepare a draft to make life easy.)

Talk to the program officer.

(He/she prefers to talk to those doing the work.)

Make a schedule.

(It will be broken. Make another one.)

Meet with stakeholders ASAP.

(Keep in touch; people will drop out.)

Allow for open brainstorming.

(Someone has to be in charge, but buy-in is essential.)

Agree on writing assignments.

(One person usually does all the work, but you can try.)

Read the RFP.

(Note different agency particulars.)

Follow directions in the RFP.

(Including the order and value of proposal components.)

Seek out other people's options.

(No place for egos in writing good proposals.)

Proposal Format

The Abstract: to be written last.

(Include what, to what ends, who, why, when, where, how much, how do you know? One page. To the point.)

Project Rationale: the foundation for everything.

(Give need, background, literature search. What's out there and is not good enough? Why are you and your institutions the best to do the job? Why should the job be done?)

Project Goals: far reaching and broad-based.

(Think "model," "best," "most.")

Project Objectives: should be measurable.

(Don't "enhance," "create," "develop." Those are activities or tasks; objectives are outcomes.)

Activities/Tasks/Plan of Action/Methods

(Be specific; give details; be chronological; list—1, 2, 3—relating them to needs and objectives.)

Assessment/Dissemination

(How will you determine if you've met your goals? How will you "spread the word" about your new methodology or results?)

Personnel and Project Management/Organization

(Include distinctions, experience, successes as related to the project. Why these folks? Give percent of time; who does what, who reports to whom. Organizational chart helps. CVs, two pages each, go in appendix.)

Budget: don't pad, but have enough.

(Competition is stiff. Readers look for reasons to turn down proposals. Reasonable, cost-efficient budgets matter. Follow RFP format. Match or cost-sharing is AUDITABLE. If it is required, have proof. If it is not, you may not want to show it.)

Budget Narrative: justify your expenses.

(Based on what? Point out great deal and cost-effectiveness.)

Proposal Writing

A good project is always enhanced by good writing, but if proposer has nothing to say, good writing won't do it.

Read and reread the RFP.

(It will be new every time you read it.)

Write down everything in a first draft.

DO NOT exceed page limits in the final draft.

(Your proposal won't even be read.)

Use an outline format.

(Help the reader as much as possible.)

Bold and/or capitalize each new section.

(More help for the reader.)

Make your proposal pretty.

(More help for the reader with bullets, charts, etc.)

Repeat, if the RFP repeats.

(Agencies have different RFP formats; Follow each guideline meticulously.)

Avoid the passive voice.

("Tasks are done" is vague; someone does a task is clear.)

Be specific.

(The more details, the more your proposal comes alive. More help for the reader.)

Start each paragraph with the point you want to make.

Don't tell agencies what they already know.

(If an agency puts out a request based on national crime statistics, don't cite national crime statistics as your rationale.)

Rewrite, Edit, Rewrite some more.

Show your proposal to someone who is not a friend.

Proofread.

(Do it the old-fashioned way. Don't rely on spell check.)

Xerox carefully.