MODULE THREE Content

Preparing and Submitting a Proposal

• Fully developed idea, now what?
• Writing the Grant Proposal
• Preparing to Submit a Proposal
• Submitting Application
• Module Three Resources
• Evaluation and Assessment
• Training Team
Writing the Proposal

Consider the following ...

• Always keep in mind the idea you developed in Module Two when working on your proposal. The next step is to take this developed idea and make it fit the guidelines and “logic” of the grant.

• To make sure your idea aligns to the grant’s framework and “logic,” consider the grant evaluation criteria, sections, and overall guidelines and format.

• In other words, you need to tell a convincing story to evaluators about your idea through the grant process.
Writing the Proposal (cont.)

Evaluation Criteria

• Scientific and Technical Feasibility
• Importance of the Problem
• Investigator and Resource Qualifications
• Budget
• Use of Vertebrate Animals or Human Subjects at Risk
• Format
• Duplication
Scientific and Technical Feasibility

• Consider the following:
  • Is the science behind the idea solid?
  • Is the project technically possible to do?
  • Are you ahead of the technical requirements for your project?
  • Explain the research in laymen’s terms – keeping the scientific and technical feasibility in mind

• This is the area in which most significance is placed
Writing the Proposal (cont.)

Importance of the Problem

• Convincing argument must be made of why your research is important to address the problem

• Make sure problem is clearly defined.
  • For example, include statistics and other relevant information if possible.

• Point out the priority area your solution addresses:
  • Agriculture Production Systems
  • Protect Natural Resources and Environment
  • Create a Safe, Nutritious, and Affordable Food Supply
  • Develop Value-Added Food and Non-food Products from Agricultural Materials
  • Enhance Global Competitiveness
  • Enhance Economic Opportunity and Quality of Life in Rural Areas
Writing the Proposal (cont.)

Investigator and Resource Qualifications

• Are you and your colleagues knowledgeable of the industry where the problem relies?

• Is your scientific or management experience appropriate?

• This section is “connected” to the scientific and technical feasibility from the perspective that the proposal team is expected to have the skills, abilities, and resources to successfully complete the project.
Writing the Proposal (cont.)

Other Evaluation Criteria

- **Budget**
  Make sure is within grant maximum amount; clearly justify and explain each budget item

- **Use of Vertebrate Animals or Human Subjects**
  If your research will experiment or use animals or human subjects, make sure appropriate approval exists and clearly stipulate in the proposal

- **Format**
  Make sure proposal follows margin requirements and pay attention to the limit in page numbers

- **Duplication**
  Is there a similar, if not identical, idea out there? Clearly show that your research is innovative and has not been done before.
Writing the Proposal (cont.)

Grant Proposal Sections – Summary/Abstract

- **Research Problem**
  What issue or need is your idea attempting to address?

- **Project Objectives**
  Break down the process of your project into steps; these mostly build off the previous one; think of it as a roadmap

- **Effort**
  What tasks will be needed to complete the project objectives?

- **Anticipated Results and Commercial Applications**
  Summarize the project results you anticipate and the commercial applications of your idea
Grant Proposal Sections – Project Narrative

• **Response to Previous Review**
  Respond to previous submission if applicable

• **Alignment to Program Priorities and National Challenge Areas**
  Make it very clear how the project aligns to agency’s program priorities and challenge areas

• **Identification and Significance of Problem/Opportunity**
  Provide a solid argument identifying the issue and why the problem/opportunity is significant

• **Background and Rationale**
  Logically, and in a way that the narrative flows without breaking, provide a background discussion on the industry, problem, or idea, and why it is important to address. The rationale as to why it is important and how the research will be completed must be clear and supported with relevant information. Provide as many details as possible.
Grant Proposal Sections – Project Narrative (cont.)

• **Relationship with Research or Research and Development**
  Discuss how this research relates to technical, economic, and social benefits; what are the cost benefits of the project as well as policy issues?

• **Technical Objectives**
  Expand on objectives previously stated

• **Work Plan**
  Tie objectives with tasks along with dates for completion; elaborate and be as specific as possible
Writing the Proposal (cont.)

Grant Proposal Sections – Project Narrative (cont.)

• **Related Research or Research and Development**
  Discuss how the project relates to other research efforts in similar industries; how does it contribute overall to the industry?

• **Potential Post Application**
  Where will your innovation be used if successful? Commercial applications? Other applications?

• **Satisfying the Public Interest**
  Which USDA goals does this project align with? What general good will come from your project?
Grant Proposal Sections – Writing the Project Narrative

• Development of a successful project narrative will take time and should be considered a thoughtful process

• Writing the narrative is where most of the time investment occurs

• Tips and Resources for good writing:
  
  **Purdue Online Writing Lab**
  [https://owl.english.purdue.edu/owl/resource/981/1/](https://owl.english.purdue.edu/owl/resource/981/1/)

  **Kansas State University Grant Writing Tips**
  [http://www.k-state.edu/research/faculty/proposal/writing/](http://www.k-state.edu/research/faculty/proposal/writing/)

  **Tips to Grant Writing (A PowerPoint from Southern SARE)**
  [www.southernsare.org/content/download/65549/921334/TipstoGrantWriting.ppt?inlinedownload=1](http://www.southernsare.org/content/download/65549/921334/TipstoGrantWriting.ppt?inlinedownload=1)

  **UC Santa Barbara Library of Grant Proposal Writing Resources**
  [http://guides.library.ucsb.edu/content.php?pid=61909&sid=455328](http://guides.library.ucsb.edu/content.php?pid=61909&sid=455328)
Grant Proposal Sections (cont.)

• **Current and Pending Support**
  Include any information of your pending, current and previously funded projects

• **Conflict of Interest**
  Disclose any potential conflicts in this section

• **Equipment Documentation**
  Provide narrative justifying the equipment that will be purchased and include the type
  
  • As an example, ensure that you read and understand the limits of purchasing equipment. USDA requests that large pieces of equipment be leased as directed by the solicitation.
Grant Proposal Sections (cont.)

• **Facilities and Other Resources**
  Describe facilities where research will be conducted; describe any additional resources
  
  • Remember the grant has limits on what can be covered so ensure that the budget request is within the requirements of the solicitation.

• **Resumes**
  Include resumes of all project-related personnel

• **Research and Related Budget**
  Include budget items in narrative and justification for each budget item in this section
Preparing to Submit Proposal

As discussed in MODULE ONE, multiple registrations are required prior to developing your proposal:

**DUNS Number**
http://www.grants.gov/web/grants/applicants.html

**System for Award Management**
http://www.grants.gov/web/grants/applicants.html

**Small Business Administration**
http://www.grants.gov/web/grants/applicants.html

**Grants.gov**
http://www.grants.gov/web/grants/applicants.html
Preparing to Submit Proposal (cont.)

Keep in Mind...

• All documents must be converted to PDF. Download and check version compatibility here: [http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html](http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html)

• Pay attention to required attachments, depending on how you answer specific questions throughout the application

• Do not include headers or footers

• Make sure to follow specific section headings, specified page limits, special attachments, and application guide requirements (including fonts and margins)

• Make sure the DUNS number on the cover form matches the DUNS number used for all registrations

• **Submit ahead of time to allow time for corrections**
Submitting the Application

1. Log in at Grants.gov
   - Only Authorized Organization Representative (AOR) can do this

2. Save and Submit button will not become active until application is saved and mandatory information is completed

3. Take advantage of the “Check Package for Errors” to make sure the application meets Grants.gov requirements. *Note: It does not consider specific agency requirements.*

4. Once application is signed and submitted, print and save your confirmation information including the tracking number and date/time stamp
5. Grants.gov system will send the AOR an email that submission was received

6. AOR will also be notified if the application passed the Grants.gov validation and was sent to the agency or if the application did not pass the Grants.gov validation and was rejected

7. If rejected, applicant must re-submit the application to correct the issue

8. Corrections may not be sent after the due date; submit applications prior to the due date leaving time to make corrections and re-submit before due date
Submitting the Application (cont.)

Submission Deadlines

• USDA SBIR Phase I application due dates vary each year
  
  • Check the USDA SBIR website for this year’s application due date: [https://nifa.usda.gov/program/small-business-innovation-research-program-sbir](https://nifa.usda.gov/program/small-business-innovation-research-program-sbir)
Help Resources for Grants.gov

Toll-free
1-800-518-4726

Email
support@grants.gov

Resources
http://www.grants.gov/web/grants/support.html
MODULE THREE Resources

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Grants.gov
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PDF Version Compatibility

Grants.gov Help
• Toll-free: 1-800-518-4726
• Email: support@grants.gov
• Resources:
  http://www.grants.gov/web/grants/support.html

Purdue Online Writing Lab
https://owl.english.purdue.edu/owl/resource/981/1/

Kansas State University Grant Writing Tips
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