Breaking Down the Proposal Process: Part II

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Proposal Components

A complete proposal consists of the following:
1. Proposal Abstract/Summary
2. Introduction
3. Statement of Needs
4. Statement of Purpose: Goals and Objectives
5. Project Design/Methods
6. Management Plan
7. Evaluation Plan
8. Dissemination Plan
9. Sustainability Plan
10. Budget, Narrative, Justification
Management Plan

Elements to include in a management plan:

• An outline of the project’s objectives and goals
• A list of actions to achieve the goals and objectives
• Descriptions of the roles and time commitments of personnel and participants involved in the project
• Procedures to recruit and train participants, if applicable
• A timeline for the various stages of the project
• A process to handle possible project modifications
• Consideration of the project’s broader impacts
Management Plan

A timeline can provide a sense of the proposed length of the stages of a project. At each stage, you may further delineate intermediate objectives, how often committees will meet, when evaluations will be conducted, and when outcomes are expected.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Year 1 (or Jan - Mar)</th>
<th>Year 2 (or Apr - June)</th>
<th>Year 3 (or Jul - Sep)</th>
<th>Year 4 (or Oct - Dec)</th>
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<tr>
<td><strong>Staffing:</strong></td>
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<td>Recruit</td>
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<td>Hire</td>
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<td>Train</td>
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<td><strong>Workshop Development:</strong></td>
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<td>Secure site</td>
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<td>Develop agenda</td>
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<td>Invite speakers</td>
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<td>Prepare materials</td>
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<td><strong>Develop printed materials:</strong></td>
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<td>Hire graphics consultant</td>
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<td>Develop logo</td>
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<td>Design brochure</td>
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<td>Print brochure</td>
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<td><strong>Evaluation:</strong></td>
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<td>Collect data</td>
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<td>Analyze data</td>
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<td>Write final report</td>
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Management Plan

Funding sources look very carefully at how well management plan addresses the following issues:

- What key tasks/activities need to be carried out to implement the program successfully?
- Did the grant applicant include all tasks?
- Can each task realistically begin and end in the proposed time frame?
- Are evaluation activities included in the timeline chart?
- Who is responsible for seeing that each activity is implemented and completed?
Evaluation Plan

DESCRIPTION OF HOW YOU WILL OBSERVE AND MEASURE PROGRESS AND OUTCOMES

PLANS FOR TYPES OF DATA TO BE COLLECTED, INSTRUMENTS TO BE USED, PROCESS FOR DATA ANALYSIS, AND HOW RESULTS WILL BE REPORTED
Evaluation Plan

How will you track your program’s progress?

Tips:
• Obtain feedback from the community taking part in the project
• Decide between external and internal evaluation
• Don’t be vague
• Don’t neglect time frames
• Use qualitative and quantitative data collection methods
What does the evaluation process consist of:

• Develop a conceptual model of the project and identify key evaluation points
• Create evaluation questions and define measurable outcomes
• Develop an appropriate evaluation design
• Collect data
• Analyze data and present to interested audiences
What is a dissemination plan?
A proposal should include a detailed description of activities that disseminate information on the success and content of the project to other scientists and educators.

Parts of Dissemination Plan
1. Specify research finding
2. Identify End Users
3. Communicating Your Message
4. Evaluating Success
Dissemination Plan

Suggested mechanisms for dissemination:

• Websites
• Publications
• Presentations at conferences
• Training & education
• Public education
• Museum/library outreach
Sustainability Plan

• Presents specific plan to obtain supplementary and/or future funding
• Describes how maintenance and future program costs will be funded
• Has minimal reliance on future grant support
• Is accompanied by letters of commitment if necessary
Sustainability Plan

- Staff training (i.e. in project management, fundraising etc.)
- Having multiple sources of funding
- Organizational Stability
- Integration into existing systems and political support
- Monitoring and Evaluation and sharing of the results
- Coherent mission/theory of change
- Community Support
- Adaptability of the approach
Budget, Narrative, and Justification

Common budget components:
• Salaries and wages
• Fringe benefits
• Equipment
• Travel
• Materials and supplies
• Publication costs
• Indirect costs
Budget, Narrative, and Justification

• Each proposal must include a detailed budget which identifies all proposed costs required to carry out the activities and services described in the Proposal Narrative

• Budgets must comply with the funder’s guidelines and your organization’s business and accounting policies (UT Fiscal Policies)

• Budget line items must be detailed and explicit

• Requests only allocable and allowable costs that are reasonable and necessary
Budget, Narrative, and Justification

- The budget justification is a narrative description of the need for each specific cost and how those costs were estimated.
- The need must be made explicit and fully justified.
- Be organized in the order of the detailed budget page.
- Facilities and administrative costs (F&A) will be included in the budget if permitted by the sponsor.
- Will be reviewed and/or prepared by ORSP prior to proposal submission or negotiations.
Additional Information

- Bibliography
- Resume
- Subaward Documentation
- Current and Pending Support
- Relevant publications (if allowed)
- Description of current facilities
- Table of contents
- Description of available equipment
Putting It All Together

1. Check spelling
2. Check calculations
3. Check due dates
4. Check the submission package according to the RFP
5. Review the scoring criteria
6. Have a colleague review
7. Submit to ORSP for final review
Questions?

Contact the ORSP!
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