Preparing Successful Proposals for Sponsored Programs

Office of Research and Sponsored Programs
The University of Tennessee at Martin
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STEP 1: DETERMINE WHAT YOU WANT TO DO WITH SPONSORED FUNDING

• Identify a need/problem
• Develop a white paper describing your ideas on topics you wish to research and programs you would like to see instituted
• Include program team, project goals, logic models, and preliminary data
• Identify the objectives of a possible solution
• Research current trends in funding - what projects have been funded in recent years from the agency/program?
STEP 2: DISCUSS YOUR IDEAS WITH YOUR CHAIR, DEAN, AND COLLEAGUES

- Do your ideas fit the mission and goals of your department?
- Does your department have the facilities and staff needed to implement your project?
STEP 3: DEVELOP A ROUGH DRAFT OF GOALS AND OBJECTIVES

- Tie your goals and objectives directly to your need statement
- Include all relevant groups and individuals in your target population
- Always allow plenty of time to accomplish the objectives
- Determine how you will measure the change projected in each objective
- Do not forget to budget for the evaluation (measurement) of your objectives
1. Analyze Needs

2. Develop Goals

3. Define Objectives

4. Create Strategies

5. Create Plans & Implement

6. Evaluate Progress
DEVELOPING SMART OBJECTIVES

**Specific**
- What exactly are we going to do?
- For whom are we doing it?

**Measurable**
- Is it quantifiable?
- Can we measure it?

**Attainable**
- Can we get it done in the proposed time frame with resources and support we have available?

**Relevant**
- Will this objective have an effect on the desired goal or strategy?

**Time-bound**
- When will this objective be accomplished?

**Good:** Within the decade, UT Martin hopes to improve graduation rates significantly.

**Better:** By 2022, UT Martin hopes to improve graduation rates through campus-wide retention efforts.

**Best:** By Fall 2022, UT Martin will have increased undergraduate graduation rates by 10% through a comprehensive retention plan.
STEP 4: MAKE AN APPOINTMENT WITH THE OFFICE OF RESEARCH AND SPONSORED PROGRAMS

The ORSP can support your process in the following ways:

• Searching for appropriate funding and selecting a Request for Proposal (RFP)
• Gathering data
• Developing a budget and writing a budget narrative for the project
• Proofing and editing proposal
• Assisting with evaluation plan design
IMPORTANT!

- The ORSP is the official avenue for **ALL** grant submissions for the UT Martin campus.
- All proposals, grants, and contracts **MUST** be submitted through the ORSP to ensure compliance with various sponsor, university, or other regulations and guidelines pertaining to external funding.
STEP 5: IDENTIFY A FUNDING SOURCE

- Use online tools for funding searches - Pivot, Grants.gov, organizations specific to your area
- Review the Request for Proposals (RFP) to ensure appropriate funding amounts and timeline
- Make sure your goals and objectives align with the RFP
- Read previous proposal submissions
- Contact the program officer to establish a connection, request a review of your draft, and ask questions - they are there to help!
STEP 6: DETERMINE REQUIREMENTS

Is a Needs Assessment required?

- Review of literature?
- Formal survey?
- Data to substantiate need?

Do you need Partnering Agencies?

- Schools or a consortium of schools (LEAs)
- Entities within the University (College of Education, faculty from certain areas, Student Affairs)
- Businesses or industries
- Civic organizations
- Informal science education entities (libraries, museums)

Do you need letters or descriptions?

Do you need an outside evaluator?
STEP 7: PROPOSAL DEVELOPMENT

• Develop a writing timeline with team member assignments
• Allow time for editing, rewriting, budget revisions, and approvals
• Follow the directions in the RFP
• Incorporate the sponsoring agency’s language in your proposal as often as possible
• The entire application package should tell the story of your idea - ask someone who doesn’t know anything about your project to read and review
STEP 8: WORK WITH ORSP TO DRAFT YOUR BUDGET

- Typical categories include salaries, fringe benefits, equipment, travel, supplies, and subrecipients/subcontractors
- Remember to consider cost sharing, limitations, unallowable/required items
**STEP 9: SUBMIT THE DRAFT OF YOUR PROPOSAL AND BUDGET TO THE ORSP**

<table>
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<tr>
<th>Deadline Considerations</th>
<th>Proposal and budget must be submitted to the ORSP for review/revision <strong>at least 10 working days</strong> prior to due date.</th>
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| Collect and organize supporting documents | • Letters of Support and/or Commitment  
• MOAs, MOUs, and MTAs  
• Vita of project personnel  
• Documentation of third-party involvement |
| Proposal should be organized according to the guidelines in the RFP | • Required parts (outline)  
• Revised goals with SMART objectives  
• Format (margins, fonts, colors, page limits, and any other special requirements) |
STEP 10: PREPARE FOR THE ROUTING PROCESS

Deliver the completed proposal package to the ORSP

- Paper submissions may require numerous copies
- Electronic submission require time to register and establish log-ins

Before starting the actual routing process, the ORSP will complete the following:

- Prepare assurances
- Sponsor-required budget pages
- Application pages for official signatures

Begin the Cayuse routing process with finalized budget and abstract for all required signatures **at least 7 working days** before the due date.
WHAT IS CAYUSE?

All UT institutions use the grants management system Cayuse for routing, approving, and reporting of grant proposals and awards.

Cayuse routing is required for all internal and external grants. Cayuse approval must be completed prior to proposal submission to an external agency.

Access Cayuse at [https://tennessee.cayuse424.com](https://tennessee.cayuse424.com) – use your UTM ID and password when prompted.

Departments are responsible for proposal entries into Cayuse. Visit [UTM Cayuse User Support](https://tennessee.cayuse424.com) for instructions and video tutorials. If additional help is needed, please contact your assigned Grant Specialist.
NOW WE WAIT...

• Cross your fingers and toes
• Hope for the best
• Depending on the agency, it may take as long as six months to receive notification
• Notification will typically go to the Principal Investigator - contact the ORSP when you receive news
Questions?

Contact the ORSP!

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