BIG Grants: Stand Out from the Crowd

How the Office of Sponsored Programs Can Help
OSP Communication Resources

• **Website** - [http://agriculture.tennessee.edu/sponsoredprograms/default.asp](http://agriculture.tennessee.edu/sponsoredprograms/default.asp)

• **Facebook page** - [https://www.facebook.com/pages/UTIA-Office-of-Sponsored-Programs/160480237458031?ref=hl](https://www.facebook.com/pages/UTIA-Office-of-Sponsored-Programs/160480237458031?ref=hl)

• **Twitter** - [https://twitter.com/utiaosp](https://twitter.com/utiaosp)

• **Newsletter** – quarterly electronic publication archived at [http://agriculture.tennessee.edu/sponsoredprograms/default.asp](http://agriculture.tennessee.edu/sponsoredprograms/default.asp)
Upcoming Events

• Workshop on SBIRs/STTRs on September 2, 2015
  http://utrf.tennessee.edu/news/propel-sbirsttr-grant-workshop/

• Grantwriters’ Workshop on February 3, 2016
  ✓ LINK - http://www.grantcentral.com/
  ✓ M.S. (Peg) AtKisson with Grant Writers’ Seminar & Workshops, LLC
Working with OSP on BIG Grants

- Identify funding opportunities
- Review and interpret sponsor guidelines
- Provide timeline and milestones
- Enter proposal information into TERA PAMS
- Develop pieces and parts of applications (grants.gov pkg, etc.)
  - ✓ Budget and justification
  - ✓ Biosketches
  - ✓ Current and pending
  - ✓ COI
- Coordination of subcontract documents
  - ✓ Budget and justification
  - ✓ SOW
  - ✓ Letters
  - ✓ Subcomittment form
- Assist with proposal formatting and graphics upon request
Project Team

• Do you have a Team, or do you need to build one?
• Do you have experience working together?
• Other institutions to fill the gaps
• Are they a good fit?
• Considerations:
  ✓ Areas of excellence
  ✓ Resources
  ✓ Prior research
  ✓ International, 1890s, and industry
Timeline

- Notify aggrant@utk.edu of **INTENT** to submit ASAP
- Contact the program manager
- Ask your coordinator for a timeline and put the milestones on your calendar
- Synchronize your team milestones with OSP timeline
  - Sister campuses have earlier deadlines
  - Sub deadline - well ahead of submission
Components of a BIG Budget

First: Discuss and outline overall budget scheme
   • Multi-entity budget worksheet – can have many separate sheets
   • UT entities, subs, RECs, sister campuses
   • Third parties

Next: How much can you budget in direct costs?
   • Indirect costs and matching
   • Contract for service vs. subcontract

Finally: Budget the largest categories first
   • Subs
   • Salaries and benefits - based on actuals
   • Equipment, travel, supplies
Subcontracts

• To get started, they will need:
  - SOW
  - Max amount to budget
  - Final title
  - Period of Performance (beginning and end dates)

• Set a sub deadline that is at least 4 weeks before the SP deadline

• Allow 8 weeks for international subs

• Have a backup plan
Considerations for BIG Grants

• The BIG Story – is it captivating and will it meet the agency needs...*not yours*

• Read RFA at least 3 times

• Reality: things always take much longer than you planned

• Resist the temptation to go it alone...*get help*

• Scope vs Money vs Time

• Strong Management Plan

• When competition increases, differences matter more than strengths

• Contact the Program Officer early
Charlie Hathaway’s Workbook

• Prove that the work SHOULD be done.
• Prove that the work CAN be done.
• Have someone in your field read what you write.
• Have someone with grant writing experience read what you write.
• Have our highly literate, great aunt read what you write.
• If the proposal isn’t ready, don’t submit.

Charlie Hathaway, PhD – Assistant Dean and Director of Research Administration at New York Medical College

*recent post on Research Administration list serv
Submission & Review Process

Review as a team

Orange Team

OSP Coordinator completes package

Director or Assistant Director reviews and submits

Bounce back – have time to fix & resubmit

Review as a team
Summary

• Start **EARLY**

• Develop Project Idea – before RFA

• Check with Program Officer to make sure you meet the Sponsor’s needs/mission

• Determine Strengths and Weaknesses – bridge the gap with collaborators (Subs)

• Planning meeting
USDA CAP Proposal Submission
13 Subs
70 Collaborators
Questions or Comments
BIG Grants: Stand Out from the Crowd

Compliance Issues Unique to BIG Grants
Compliance and BIG Grants

• BIG Grants = BIG Compliance
  ✓ Multiple compliance issues, locations, and players
• PI is responsible
• Start **EARLY** and be pro-active
• Subcontracts
  ✓ Lead PI still responsible
  ✓ Compliance Offices need to be in contact and coordinate
  ✓ UTIA Subrecipient Commitment Form
  ✓ If no policy, we can work with them (use our forms, CITI affiliation, etc)
• PAMS
  ✓ Identification of issues (for any player, at any site)
  ✓ Certification of accuracy
• Don’t avoid complex issues
• After proposal submission, **continue action** on compliance
• UTIA Compliance Website:
  [http://agriculture.tennessee.edu/sponsoredprograms/compliance.asp](http://agriculture.tennessee.edu/sponsoredprograms/compliance.asp)
Compliance Highlights for BIG Grants

- **Responsible Conduct of Research** – agencies (NSF, NIH, USDA NIFA) require RCR training; primarily through CITI; UTIA has a plan & form [http://agriculture.tennessee.edu/sponsoredprograms/responsibleConduct.asp](http://agriculture.tennessee.edu/sponsoredprograms/responsibleConduct.asp)

- **Conflict of Interest** – general outside interest disclosure form (Part I) is electronic; NIH & some other agencies now require PHS form (Part II) [http://policy.tennessee.edu/fiscal_policy/fi0125/](http://policy.tennessee.edu/fiscal_policy/fi0125/)

- **Export Control** – consider foreign nationals, items/equipment (drones, GPS units, “encryption”, etc.); foreign travel; shipping items [http://agriculture.tennessee.edu/sponsoredprograms/exportControl.asp](http://agriculture.tennessee.edu/sponsoredprograms/exportControl.asp)
Compliance Contacts

• Animal Use and Care - http://iacuc.utk.edu/
  Betsy Bailey • ebailey@utk.edu • (865) 974-3631

• Human Subjects/IRB - http://irb.utk.edu/
  Laura Moll • lmoll@utk.edu • (865) 974-7494

• Radiological Materials - http://radiationsafety.utk.edu/
  Marsha Smith • mmsmith@utk.edu • (865) 974-5580

• Biosafety/IBC - http://biosafety.utk.edu/
  Brian Ranger • branger@utk.edu • (865) 974-1938

• UTIA Compliance - http://agriculture.tennessee.edu/sponsoredprograms/compliance.asp
  Jane Burns • janeburns@utk.edu • (865) 974-7375

• Safety - http://safety.ag.utk.edu/
  Susan Fiscor • susan@utk.edu • (865) 974-4904
Questions or Comments
BIG Grants: Stand Out from the Crowd

Resources Available to Assist UTIA Faculty in the Development of BIG Grants
Resources Available to Assist UTIA Faculty Developing BIG Grants

✓ Orange Team peer review
✓ Seed money for team meetings
✓ Travel funds to visit NPL’s
✓ Proposal support
  ❖ Understanding RFA, writing & editing.... Donna Kridelbaugh, Carolyn Berryhill
  ❖ Program management....Susan Schexnayder
Orange Team Review Goal

✓ Provide constructive faculty-based, peer-review feedback of grant proposals PRIOR to submission

✓ Outcome....higher quality proposals submitted to granting agencies enhancing probability of funding success
Voluntary Program

Orange Team grant proposal review requested through UTIA Office of Sponsored Programs (OSP) on a voluntary basis.....both on part of grant proposers & faculty reviewers
Timeline

RFP & Project Narrative for Orange Team Review should be submitted to AgResearch Office AT LEAST 28 days before deadline for submission to granting agency.

This should allow adequate time for review & for research team to make necessary changes to meet deadlines for submission.

PI’s should understand that the EARLIER they can submit their Project Narrative for Orange Team Review, the more likely substantive changes can be incorporated into proposal to improve the proposal & enhance potential funding.
Multi-state/multi-disciplinary proposal development

- AgResearch Innovation Grants
  - Seed grants
  - Travel for proposal development

Travel support to meet NPL’s

Proposal support

- Scientific writing & editing assistance
- UTIA OSP pre-award coordinator
- Program management
- Grant seminar (Feb 3, 2016)
Supports development of multi-state & multi-disciplinary proposals

Activities supported....
- Seed funds to develop initial project data,
- Travel funds to meet with program leaders & other key project partners
- Technical writing & editing assistance

Requests should be directed through Department Heads to appropriate Assistant Dean for Extension
Travel to:
• Collaborating investigator institution(s)
• Visit grant program officer/sponsor

Writing support:
• Misty Bailey: Style & technical editing
• Funding for contract writing support
• Joy Chambers: Presentation/graphics

Ann Viera: Library research support

Budget development, compile/submit grant, post-award monitor/report
• UTIA Office of Sponsored Programs
• Departmental business managers

CVM faculty requesting above resources should contact Dr. McEntee
Teaching grants highly encouraged by CASNR for promotion & tenure purposes....indicative of high quality scholarship & help advance faculty careers & student learning

Drs Beyl & Trigiano teach a course on grant & scientific writing, EPP 675 Scientific Writing & Grantsmanship

CASNR provides various training & workshop sessions to encourage & assist faculty for submitting teaching grants

CASNR may, on a case-by-case basis, provide seed money for teaching grants &/or leverage resources, including faculty time, for matching funds
Carolyn B. Berryhill, Grantwriting Consultant

Experience and Expertise
- Ability to increase your proposals’ reviewer scores, by effectively addressing all requirements of funding opportunity announcements—and doing so within space limitations
- $35 million raised since 2000
- 40 years’ experience with federal proposals:
  - USDA
  - Department of Education
  - Health and Human Services
  - Department of Justice
  - Department of Labor
  - National Science Foundation
  - Corporation for National & Community Service
Services of Berryhill Grantwriting Team

• Management of grantwriting task force process, in collaboration with UTIA Office of Sponsored Programs

• Guidance on tailoring your proposal to address the goals of funding opportunity announcements

• Writing (non-scientific sections)

• Editing (all sections)

• Developing and finalizing all proposal sections that are the responsibility of the principal investigator

• Services of experts in internet research and document preparation
Donna Kridelbaugh
Science Mentor Consulting

- BS/BA Biology/Chemistry, MS Microbiology
- Grant writing certificate, UTK (2015)
- 6 years of postgraduate experience in research, teaching and project management in academia and national lab.
- 15 years of STEM and environmental outreach work to include fundraising and design of activities.
- Recent editing projects include DOE, NIH, NSF, USAID and USDA grant proposals in the biological and environmental sciences, agricultural research and extension, STEM education and technology transfer.

Website: http://ScienceMentor.Me
Email: donna@sciencementor.me
Proposal Editing Services

• Proofreading (polish proposal for grammar, language and readability, especially for non-native English speakers and proposals with multiple authors that need to be meshed into one voice);
• Developmental Editing (help to restructure proposal to highlight pertinent information, ensure narrative meets grant guidelines, etc.);
• Critical Review (provide a thorough review from the perspective of science literate reviewer but not expert in field);
• Supplementary Materials (provide input on the design of evaluation and project management plans, conceptual figures, logic models, etc.)

*For a big grant, typically provide 10 hours of service in each category but the scope of work is tailored to individual needs.
“Donna provided some outstanding suggestions to improve my USDA Specialty Crops CAP proposal during its preparation in 2014 (that was funded), such as a conceptual diagram to capture our proposal’s concepts in a reader-friendly manner and a very thorough and robust project management plan. It was a pleasure to work with Donna. She asked the correct questions to understand the nature of the proposal’s aims and the problems being addressed, provided useful comments and edits of proposal drafts with a rapid turnaround, and most importantly through her comments provided the perspective of a scientific literate reader of our proposal that may not be deeply indwelled in our research areas, which is highly applicable to the panelists who evaluated our proposal.”

--Doug Hayes, Professor of Biosystems Engineering
Other Writing and Editing Services

• Funding Research (research foundations and other sources of funding)
• Grant Planning (identify funding priorities, map out projects, etc.)
• Grant Materials (e.g., letter of inquiry, common grant application)
• Social and Digital Media (content management of social media and websites)
• Strategic Communications Planning (develop communications strategies to improve internal communications and increase external visibility)
• Technical Communications (e.g., news articles)
Project Management Assistance

Susan Schexnayder
Biographical info

• Currently manage Dr. Hayes’ 5-year USDA CAP project
• 7 years with FWF, Human Dimensions Lab – manage existing projects of the HD Lab
• Previously, Program Manager for S. App. Man & Biosphere (multi-agency, multi-state partnership)
• Trained in project management, communications, compliance
• 25-year career in research and program management at UT
Proposal development assistance

• Develop **data management plans** as per OSTP-led and agency-specific data access and transparency guidelines, specifically
  – USDA NIFA, NIH, NSF, EPA (through Quality Management Plan)

• Develop **project management plans** that demonstrate
  – Integration of UT team, multi-university partners, and advisors
  – Relationship among research objectives addressed best by a single, integrated project

• Collaborate with PI to develop project evaluation plan and/or identify project evaluation resources

• Assemble and document “match” letters
Project execution assistance, part 1

- Collaborate with PI to develop project data management, QA, authorship, etc. protocols and guidelines
- Team communications
  - Develop and maintain team and public websites
  - Assist with scheduling, planning, executing and reporting team & Advisory Committee meetings/videoconferences
- Compliance tracking
  - Assure, collect, and compile necessary trainings for UT team members
Project execution assistance, part 2

• Project tracking and reporting
  – Track project deliverables as per proposal’s Gantt chart and publications plan (report to PI)
  – Routinely collect and compile input from each project/objective team (using project-specific reporting template)
  – Compile all metrics and narrative for agency-required annual report

• Budget tracking
  – Compile documentation of in-kind match annually
  – Coordinate with OSP and Dept business managers on budget tracking and budget change requests
Project evaluation assistance

• Develop and administer project evaluation protocols
  – Measure outcomes of Extension activities and other project products
  – Outcomes = changes in knowledge, attitudes, and practices as they relate to project activity

• Compile all output and “reach” metrics
Review Panel

Joe Bozell, *FWF & CRC*

Burt English, *Ag Econ*

Mike Davidson, *Food Sciences & Technology*
Success Stories

Doug Hayes, BESS
Sharon Thompson, CVM
Steve Oliver, AgResearch & Animal Science