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**PROPOSAL 101**



**Facilitator:**

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**Presenter:**

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**Who's in the room?**

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# PROPOSAL 101

## AGENDA

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- ❖ Functions and Services of Pre-Award
- ❖ Proposal Writing
- ❖ Tips for Funding
- ❖ Proposal Component Outline
- ❖ Components of Research Proposal
- ❖ Budget and Budget Justification



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# FUNCTIONS AND SERVICES OF PRE-AWARD

## PRE-AWARD

- ∅ Identification of External Funding Services
- ∅ Identify Faculty and Staff Capabilities
- ∅ Faculty and Staff Grantsmanship Skills Development
- ∅ Dissemination of Funding Information
- ∅ Liaison with Sponsors
- ∅ Proposal Development
- ∅ Budget Preparation
- ∅ Proposal Processing and Institutional Authorization



*idea → plan → action*



# PROPOSAL WRITING



A SUCCESSFUL PROPOSAL IS ONE THAT IS WELL-PREPARED, THOUGHTFULLY PLANNED.



PRODUCE AN IDEA THAT IS OBTAINABLE.



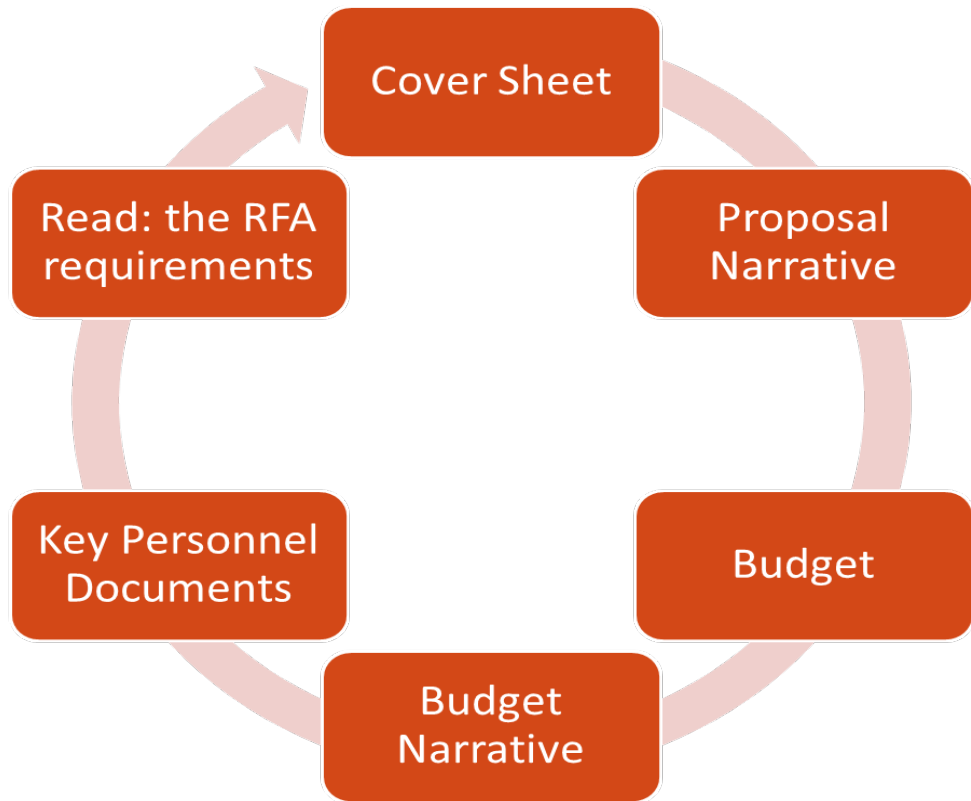
GET AN EARLY START.



AGAIN, FINAL DOCUMENTS: SEVEN BUSINESS DAYS BEFORE SUBMISSION/DUE DATE.



Do you belong at the table?



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# PROPOSAL COMPONENT OUTLINE

WHAT DOCUMENT ARE USALLY NEEDED ?



# COMPONENTS OF A RESEARCH PROPOSAL

## Summary/Abstract

- What are you proposing to do?
- Concise language/to the point.
- Funder typically outlines parameters.

## Research Plan

- Problem Statement
- Goals & Objectives
- Methods & Designs
- Project Evaluation
- Your RFP is your rubric
  - Sections are sometimes point-based for reviewers.

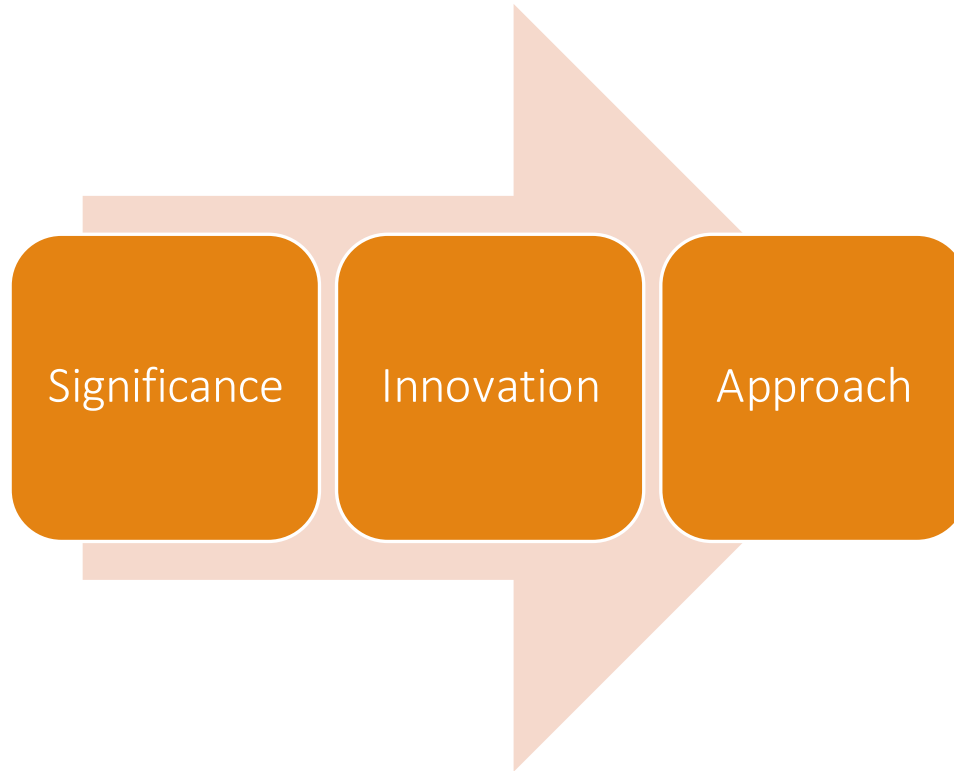
## Addendum

- Budget & Budget Justification
- LOI/LOCs
- Bio Sketches/CV's
- COI, Data storage plans, etc.
- Funder dependent
- Sometimes dependent upon sub-proposal type within the larger opportunity.

\*It's important to understand and meet each specific funder's needs. Some proposals may be RWR (Returned Without Review) if essential items are not included in final submitted proposals.

# COMPONENTS OF A RESEARCH PROPOSAL

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1.) **Significance**: Importance of the problem; strengths & weaknesses of prior research; how will your work improve knowledge & promote change.

2.) **Innovation**: How your idea challenges current research & paradigms; your proposed approaches & methodologies and how these affect current ones.

3. **Approach**: Overall strategy, methodology and analyses to accomplish the project. Benchmarks for success.

[Source: General Instructions for NIH and Other PHS Agencies.](#)

# BUDGET & BUDGET NARRATIVE PREPARATION

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- **How Much Money Can I ask for?**
  - Refer to grant opportunity for funding thresholds/limitations.
  - Look at your research proposal's realistic needs to carry out goals (e.g., personnel, conference fees, software licenses, etc.)
- **Period of Performance (PoP):** e.g., planning for one year vs five years.
  - For example: A PI may not hire a research assistant until halfway into Year 1 after ramping project up; then the PI will take this person off the grant midway in Year 5 when research is wrapping up.
  - Budget should match the **budget justification** exactly, year by year.
- **Budget Requirements:**
  - Sometimes **travel** is mandated by the grant opportunity for conferences. Sometimes foreign travel is not allowed, or needs to be clearly marked as foreign travel for the funder.
  - **Allowable and unallowable costs** (e.g., food, infrastructure, etc.)
  - **Cost Share/No Cost Share** (allowable, not allowable, and/or voluntary)
  - **Salaries** should be consistent with CSU rates.
- Additional space and equipment for new staff persons as necessary (if allowed by funder).
- May go through several rounds of edits to confirm numbers. Important to maintain communication with OSP&R to clarify any questions.



# QUESTIONS ?



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