

## **PROPOSAL DEVELOPMENT INFORMATION**

### **Approval and Submission Process**

- If you are going to submit your grant electronically, it should be completed at least 1 extra day prior to the due date.
- Follow all directions given in the *agency's* application outline, including those for required proposal length.
- Obtain all college and agency prior approvals.

### **Compliance Requirements**

- If applicable, complete the Institutional Review Board (IRB) application and receive IRB approval.
- If applicable, make sure to follow the Institutional Animal Care and Use Committee (IACUC) guidelines and complete the appropriate forms.
- If applying for a NSF grant, make sure to complete the Research Training Requirement.
- Comply with the TCNJ Financial Conflict of Interest Policy (FCOI).
- If applying for a NSF or NIH grant, comply with their individual FCOI.
- If applying for a NIH grant, comply with their Public Access Policy.

### **Proposal Writing Tips and Components**

- Start with a good idea that the potential Principal Investigator (PI) is excited, even passionate about
- Begin developing your proposal with enough lead time to thoroughly describe the project. An early start is the key to ensuring that a proposal has the best possible chance of success.
- Contact your program officer from the funding agency. Whenever possible, discussing the basic concepts of the proposal and strategies for approaching the funding agency improve chances for success.
- See funding sources as partners in realizing that idea. The need for the proposed activity should be relevant to the funding agency's priority areas.
- Write with the proposal reviewer in mind.
- Personal qualifications and experiences should be adequate to carry out the proposed project (Sometimes in negotiations between the College and the funding agency your original plans can grow or shrink beyond your capabilities or interests).

- Make sure your proposal is easy for a reviewer to follow. Be clear and direct.
- Write the proposal as a persuasive document, incorporating general rhetorical principles of persuasion.
- Follow the Request for Proposals (RFP) meticulously.
- Size, scope, and duration of the project should be sufficient to secure productive results.
- Make sure adequate area resources and facilities are available for the proposed project.
- Consider how your idea can and will be sustained and/or extended (e.g., beyond one funding source and in the future, beyond one stated present time period).
- Respond to each item in the Proposal Review Criteria section of the application guidelines, if they have been provided. The proposal writer should consider adapting review criteria from major sponsor application guides (such as NSF) when specific criteria are not provided by the sponsor.

*\*Your Agency's proposal directions and guidelines should take precedence over the Office of Academic Grants and Sponsored Research's proposal directions and guidelines. The following proposal components may not apply to all proposals.*

- Include an appropriate and concise cover letter with signature.
- Include a complete title page. Clearly designate your correspondent with accurate title, address, and telephone number.
- Include a table of contents with accurate page references for each section and major subdivision of the proposal.
- Include an abstract written in plain English that serves as a true summary. It may include citations to other sections of the proposal.
- Clearly establish that your project is needed.
- Provide true and measureable objectives that are sharply defined and sufficiently detailed. Objectives should be realistic and capable of being achieved and measured.
- Necessary technology and technological needs should be documented.
- Proposed plan of the operation should be sound.
- Provide a consistent budget and professional narrative.
- Commitment of all involved parties should be evident with letters of commitment provided in the appendix.
- Cost sharing should be stated in both the proposal narrative and the budget.
- The uses of money should be clearly indicated in the proposal narrative, itemized in the budget, and explained in the budget justification section.
- Include accurate budget figures and totals.
- Make provisions for adequate evaluation of the project's effectiveness and for determining the extent to which you accomplish your objectives.
- Make provisions for disseminating the results of the project and for making materials, techniques, and other project output available to the public.

- If appropriate, provide a clear statement to continue the project after external funding ends.