Navigating the Big Picture

Strategies for Empowering Faculty in Successful Proposal Submission

Facilitators

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Learning Benefits/ Objectives

Identify effective and successful strategies to engage faculty actively in the grant proposal preparation process.

Gain insight in ways to encourage a deeper understanding of the overall grant lifecycle, from conceptualization to proposal submission and beyond.

Grants Management Snapshot

Discussion Activity

There are many steps to prepare a grant proposal for submission.

What is the sequence of these steps?

- Conceptualize the idea & describe your idea on paper

- Locate funding source

- Gain support from Dean/Department Chair/Other Leader

- Communicate with "local" grants office about plan to submit

- Recruit a team to develop the proposal

- Gather collaborators

- Identify the problem

- Identify the causes of the problem

Sequence of Activities

Sequence of Activities

- Develop objectives/aims for proposal
- Describe the approach or strategies
- Develop evaluation plan
- Write the proposal narrative
- Secure commitment letters from collaborators
- Prepare the budget and budget justification
- Gain internal approval to submit
- Submit proposal to funding agency
- Wait!!!

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Discussion Activity

What's your idea for engaging faculty?

Write it on a

post it note

and be prepared

to discuss.

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When should faculty interactions happen?

- As often as possible

- Regularly

- Not only when there is a deadline or problem

- Grants administrators are a major part of any research group and therefore should be constantly communicating with faculty

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At all phases during the proposal creation process

Regularly check-in with faculty to gain awareness of their submission plans and to understand where you can personalize your service to help

Idea conceptualization – you can help the PI to set a reasonable scope and aims that will fit into a grant budget

Don't underestimate the value of your thoughts/opinions/beliefs as projects are crafted

When should faculty interactions happen?

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Budget development is generally a time of high communication

During internal approval processes to provide transparency

Providing guidance after RFA/FOA and/or policy adherence

Remember – your super powers may be in areas where your PI is not strong

When should faculty interactions happen?

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Ideas for Engaging Faculty

- Training and Professional Development

  - Grantsmanship Training

  - Introduction to NIH (or other) funding seminar

  - Grants 101/Bootcamp

  - How/where to find funding opportunities

  - Best practices

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Training and Development

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Ideas for Engaging Faculty

- Provide fuel for collaboration
  - Weekly recurring seminars on work-in-progress (WIP)
  - Networking and social activities
  - Invite scientists to present to grant administrators or other non-scientific stakeholders
  - Proactively connect with PIs to talk about their projects

Ideas for Engaging Faculty

- Build trust
    - Proactively connect with PIs to talk about their projects
    - Provide PIs with a positive experience by demonstrating empathy
    - Say what you'll do a do what you say
    - Set reasonable boundaries and expectations
    - Transparency is key

- Tools to Facilitate Interactions

  - Go/No Go Matrix

  - Grants idea Project Form

  - Logic Models

  - GrIP sessions to review grants prior to submission

  - Technology is your friend; E-mail/Zoom/Teams can be very effective

Ideas for Engaging Faculty

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University of SRA
Go/No-Go Decision Matrix – (National Endowment for Humanities)
Example

PI:	Project Title:			Funding Source: NEH		Date:

Factor	1	2	3	4	Rating	Comments
1. Project aligns with Strategic Plan	Does not align with Strategic Plan	←	→	Aligns with Strategic Plan	4	
2. Institutional expertise & experience in project area	Weak or new area for institution	←	→	Institution is strong in this area	4	
3. Proposed Principal Investigators	Weak team	←	→	Superb team	4	Adjuncts not eligible. Now have a PI Dean of Libraries
4. Financial potential (return on investment)	Likely to cost college	←	→	Excellent in short and long term	4	
5. Potential partners	A lack of potential partners	←	→	Strong potential partners	3	Center in Guatemala and CC not included at this point. Narrow scope. Need more time.
6. Supporting research on need	Only anecdotal information	←	→	Strong third-party data sources	1	University has a need.
7. Competitiveness of solicitation	Strong competition odds for success under 10%	←	→	Odds for success exceed 50%	3	Hispanic Serving Institution increases for them.
8. Our capability to effectively respond. PI and RA time	Inadequate staff time & resources	←	→	Adequate staff time & resources	4	Have IMLS components. Can use. Don't overlap.
9. Rapport with funding agency	Institution unknown to this funder	←	→	Institution has strong relationship	1	1 funded NEH. Have not reached out.
10. Institutional resources required (space, match, personnel)	Requires significant institutional investment	←	→	Requires minimum institutional resources	1	150 K cap
Rating Total					29	Out of 40

☐ **Recommend**   ☐ **Do not Recommend**

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Ideas for Engaging Faculty

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Grants Project Idea Form

Use this form to capture and communicate your ideas.

1. **Project Director and/or Principal Investigator (s):** Who will be responsible for the project?

Name	Department	Telephone	E-mail

2. **Target Population:** Who will be served by the project?

_____

3. **Project Goal:** Write your goal in active terms, focusing on the target population.

_____

_____

_____

_____

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Ideas for Engaging Faculty

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Logic Models

Forward logic uses **"if-then"** statements.
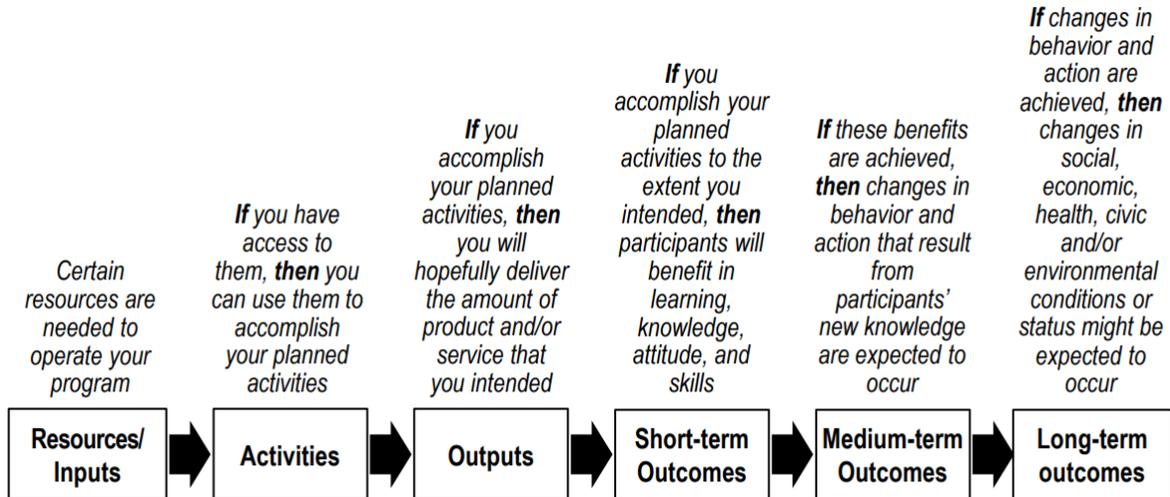
Source: W.K. Kellogg Foundation Evaluation Handbook (2004), Adapted

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Ideas for Engaging Faculty

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- Engaging effectively with faculty requires practice

- Develop keen emotional intelligence and self-awareness

- Higher frequency of positive interactions boosts engagement on both sides

- Don't forget that you play a pivotal role in the success (or failure) of each PI.

The Bottom Line

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Thank You