Six Steps to Proposal Development

UC ANR Office of Contracts and Grants

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

Our Services

Full Assistance

- Funding Opportunity Searches

- Identify Collaborators

- Proposal Project Management

- Development of Non-Technical Components

- Review Technical Narrative

- Budget Preparation

Services designed to support individual academics and teams in **identifying and attracting** extramural research funding.
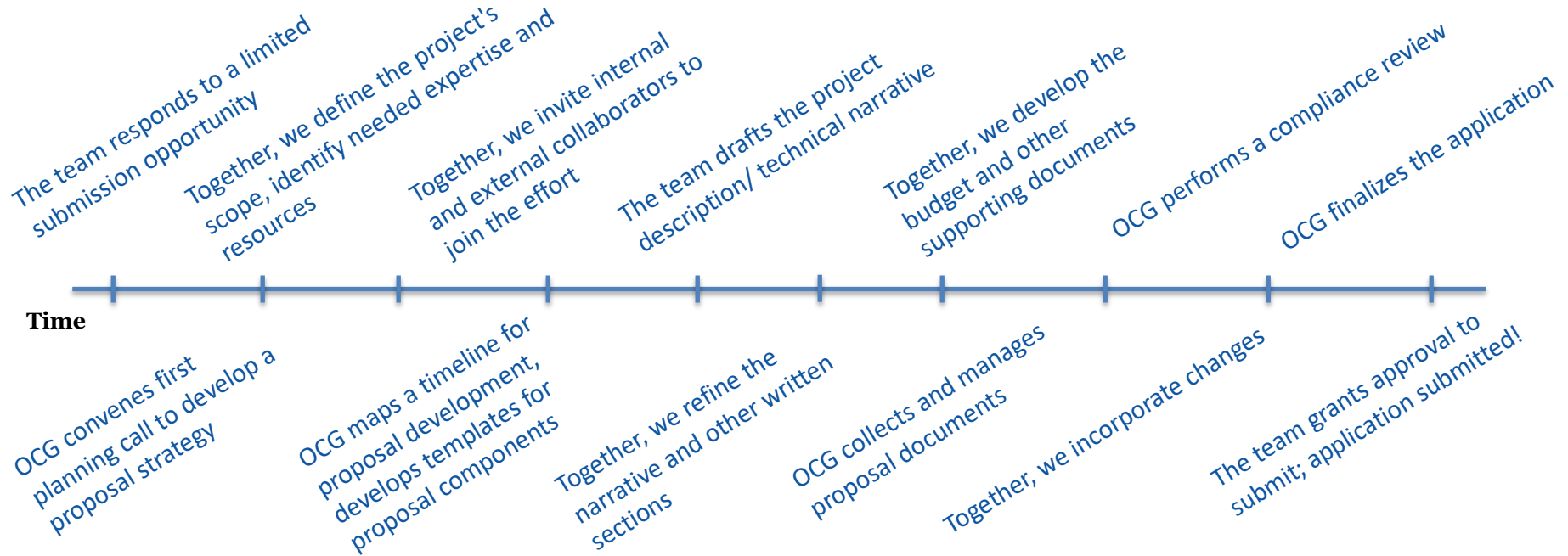
A Collaborative Process

A Collaborative Process

Time

Above the timeline (left to right):
- The team responds to a limited submission opportunity
- Together, we define the project's scope, identify needed expertise and resources
- Together, we invite internal and external collaborators to join the effort
- The team drafts the project description/ technical narrative
- Together, we develop the budget and other supporting documents
- OCG performs a compliance review
- OCG finalizes the application

Below the timeline (left to right):
- OCG convenes first planning call to develop a proposal strategy
- OCG maps a timeline for proposal development, develops templates for proposal components
- Together, we refine the narrative and other written sections
- OCG collects and manages proposal documents
- Together, we incorporate changes
- The team grants approval to submit; application submitted!

Step 1: Develop Project Concept

1. What are you passionate about?

2. What is the need, problem, or issue?

3. Why is it important; why is it important to know more or change current practice?

4. How is your idea innovative?

5. How will your idea or approach produce better outcomes?

6. What will your work contribute and who will benefit?

Step 1a. Contact Contracts and Grants

Prompts for drafting a **one-page summary** to share with potential collaborators and stakeholders.

Step 2: Plan Your Project

- Research and collect preliminary data

- Recruit partners & community support

- Identify required resources

Step 3: Find Potential Funders

- Contracts and Grants website

- ProQuest PIVOT (use ucdavis.edu email extension)

- Grant Development Newsletter

- Subscribe to the OCG Blog

- Grants.gov and other funder listservs
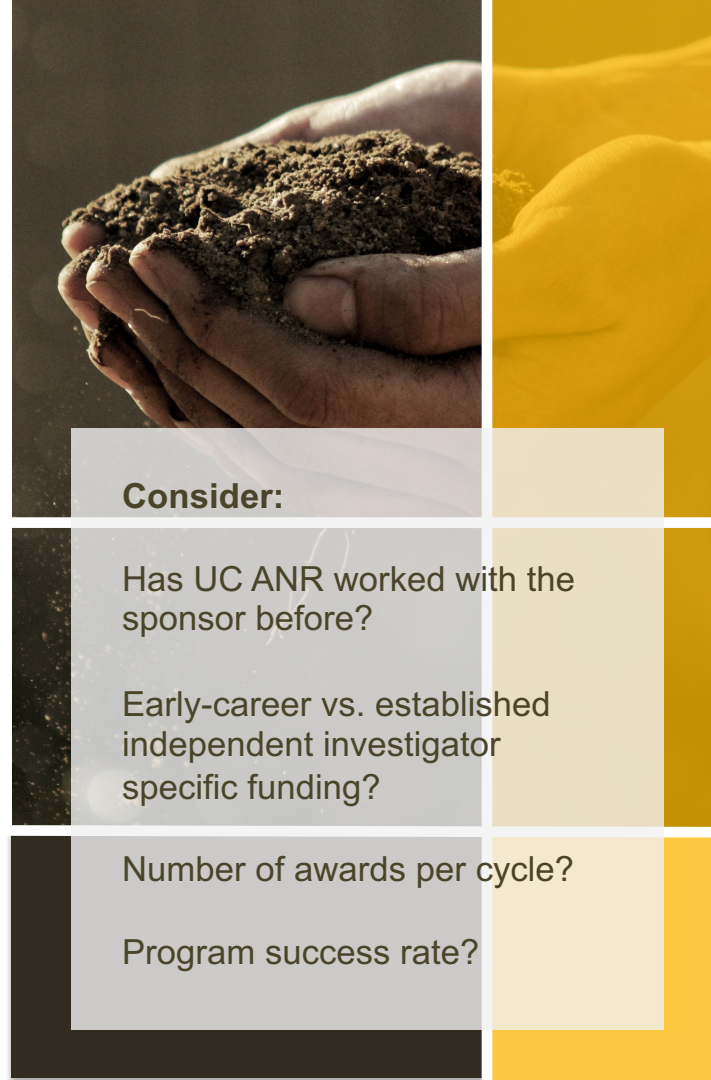
Consider:

Has UC ANR worked with the sponsor before?

Early-career vs. established independent investigator specific funding?

Number of awards per cycle?

Program success rate?

Step 3a - 3z.

Pay attention to the Sponsor's
Mission, Vision, and Strategic Goals

CA State Funding

2019-2020 CAP AND TRADE EXPENDITURE PLAN

Investment Category	Department	Program	Amount
Healthy Forests	CAL FIRE	Healthy & Resilient Forests	$165
		Forest Carbon Plan: Prescribed Fire & Fuel Reduction	$35
		Wildland-Urban Interface & Other Fire Prevention Activities	$10
		Urban Forestry	$10
Climate Smart Agriculture	Department of Food & Agriculture	Healthy Soils	$28
		Methane Reduction	$34
Integrated Climate Action: Mitigation & Resilience	Strategic Growth Council	Transformative Climate Communities	$60
	Natural Resources Agency	Urban Greening	$30
	Coastal Commission & SF Bay Conservation and Development Commission	Coastal Resilience	$3
	Community Services & Development	Low-Income Weatherization	$10
	California Conservation Corps	Energy Corps	$6
Climate and Clean Energy Research & Technical Assistance	Strategic Growth Council	Climate Change Research	$5
		Technical Assistance to Disadvantaged Communities	$2
	California Environmental Protection Agency	Transition to a Carbon-Neutral Economy & Zero-Emission Vehicle Strategy	$3

($ dollar amounts in millions)

Deadline: Reoccurring annually in February

Discipline/Subject Area:
Multidisciplinary

ANR Priority Area(s):
SFS, SNE, Water, HFC, EIPD

Funding Available($):
1,000,000 over 5 years

FFAR Seeding Solutions

FFAR anticipates funding at least one *transformative research* project that addresses and provides solutions to an **intractable problem and/or accelerates innovation** within:

- Advanced Animal Systems
- Health-Agriculture Nexus
- Next Generation Crops
- Soil Health
- Sustainable Water Management
- Urban Food Systems

Projects must demonstrate partnerships with different sectors (private, NGOs, governments, academia, and end users, etc.), such that research outcomes may be scalable and applicable to existing food and agriculture systems.

Step 4: Draft the Proposal

- Read the RFP carefully and prepare a structural outline

- Refer to the review criteria while writing

- Incorporate section headings and program and/or sponsor specific key words and terms

*As you begin to write, remember to put yourself in the shoes of the **reviewer**.*
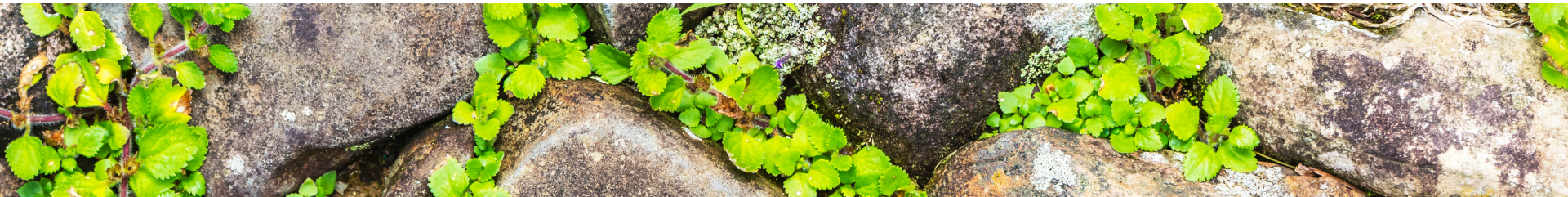
Step 4a - 4z.

- Think like a reviewer

- Write clearly and concisely

- Make a strong case for your project

- Is the scope appropriate for the funding opportunity?

AND Engage your team: this is a collaborative process

Step 5: Coordinate the Process

- Utilize your team in the writing of the proposal

- Collaborative approach

- Distribute duties

- Set deadlines for components

Step 6: Finalize, Review, and Submit

- **All proposals must be submitted to OCG prior to submission to the sponsor**

- All projects require **Grant Tracking System (GTS)** record
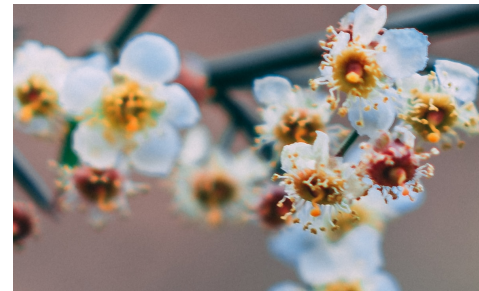
Submissions Steps
Grant Tracking System (GTS)
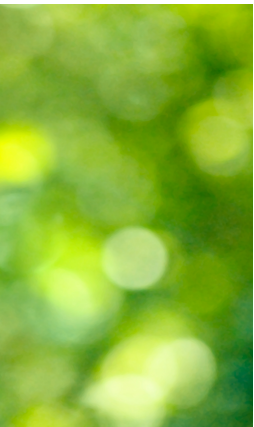
What happens now?
OCG Compliance Review

- OCG will review the Budget/Justification, Compliance areas, and Terms and Conditions

- OCG will contact you by phone or email if we have questions or concerns

- We'll tell you when review is complete

- If electronic submission, be available!

Question and Answer

- Are proposal development services available for any proposal? *It depends…*

- If I am staff, can I be a PI on a grant application? *It depends…*

- What indirect cost rate should I use? *It depends…*

- What if I think of questions later after this webinar? *Yes!*

Thank you!