



ATECENTERS

Final Tips for a Competitive Proposal

April 20, 2017

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Webinar Details

- For this webinar you will be in listen only mode using your computer or phone
- Please ask questions via the question window
- This webinar is being recorded – you will be sent a recording link

Brought To You By:

CCTA | CENTERS COLLABORATIVE FOR TECHNICAL ASSISTANCE

With Additional Support by the ATE Collaborative Impact Project

ATECENTERS

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The CCTA is led by



NETWORKS

- **National Center for Convergence Technology (CTC)** at Collin College in Frisco, TX (lead)
- **South Carolina ATE National Resource Center (SCATE)** at Florence Darlington Technical College in Florence, SC
- **Florida ATE Center (FLATE)** at Hillsborough Community College in Tampa, FL
- **Bio-Link Next Generation National ATE Center for Biotechnology and Life Sciences (Bio-Link)** at City College of San Francisco in San Francisco, CA
- **Networks Resource Center** at the Maricopa Community College District in Phoenix, AZ

CCTA Purpose

- Respond to a request from the Department of Labor (DOL) to the NSF to have ATE Centers provide technical assistance services to DOL TAACCCT grantees
- Activities relevant for DOL grants, NSF grants and workforce-oriented programs of all kinds
- Deliverables
 - Topical webinars on existing and new solutions
 - Live/recorded with attendee Q&A
 - Identify and document best practices
 - Host convenings

Poll #1: Your Affiliation

- A. I am involved with an NSF grant
- B. I am involved with a TAACCCT grant
- C. Both
- D. Neither

Poll: How many people are listening with you?

- A. None
- B. 1
- C. 2
- D. 3 or more

TODAY'S PRESENTERS



Dr. Celeste Carter

Presenter
Lead Program Officer;
National Science
Foundation



Ann Beheler

Presenter
Principal Investigator (PI);
National Convergence
Technology Center (CTC)

Previous Webinars

- <http://www.atecenter.org/ccta>
 - Recorded webinars
 - Slides
 - Other support documents
 - Transcripts
- Grants and Innovations – A Great Match
- Grant Proposal Resources, Roadmaps, and Timelines
- Developing Stakeholder Partnerships Internally and Externally for Successful Grants

This Webinar and Follow-up Q&A

- Covers the Review Process
- Recaps key elements/components
- Points out several fatal proposal flaws
- Submission and what happens after that

Resources

- PAPPG – Proposals and Awards Policy and Procedures Guide

https://nsf.gov/pubs/policydocs/pappg17_1/index.jsp

- Mentor-Connect Library

<http://library.mentor-connect.org/>

- Centers Collaborative For Technical Assistance

<http://www.atecentral.org/ccta>

The Review Process

- Each Peer Review Panel reviews several proposals
- Panelists may or may not be specifically from your discipline and may or may not understand how community college function
- Before the panel meets, each reviewer drafts a review by evaluating strengths and weaknesses of
 - Intellectual Merit
 - Broader Impact
 - Summary

Panel Review

- Each reviewer prepares a review prior to the panel meeting and assigns a rating – Poor, Fair, Good, Very Good or Excellent
- Usually 1 lead and 1 scribe for discussion during review panel
- Reviewers can update both their write-ups and ratings
- Scribe writes a summary of the discussion

The SGA

- Read and re-read the SGA
- Outline specifics of the SGA to guide your proposal development
- Judge everything you propose against the SGA
- SGA will be out at least 3 months prior to the due date
- Formatting matters – refer to PPAPG

Not Addressing SGA Requirements and Prohibitions

- Can result in a proposal that misses the mark partially or entirely
- Can result in a proposal that violates restrictions such as no allowable “match” funding

Planning for Proposal Creation

- Successful Proposals require planning and sufficient time
 - Schedule
 - Regular meetings of stakeholders
 - Team for creating the proposal
 - Plans for creating all the “parts” of the proposal including Project Summary, 15 page Project Description, Budget, Budget Narrative and other documents

Competitive Proposal Timing

- Typically cannot be prepared at the last minute – often requires months of planning and writing
- Now (or earlier) is not too soon

Statement of Need

- Concise statement of need is required
- Commitment from local business and industry
- New, at least to your institution based on research of what other NSF grants have done and are doing
- What does it mean to adopt and adapt?
- Need is your good idea – drives entire proposal creation

Business & Industry Engagement

- Why needed?
 - How to get it?
 - How to document it?
-
- It is a flaw for Business & Industry to not be engaged

Identifying Existing Awards

- Determine which projects and centers have or are doing work in your discipline area
<https://www.nsf.gov/funding/index.jsp> and enter your search words
- Access abstracts as appropriate
- Contact the PI's to identify points of collaboration

Intellectual Merit

- Succinct Statement of what the work, if funded, will add to the intellectual body of knowledge

Broader Impact

- Will the work contribute to broadening participation and how?
- Who else and what other institutions can receive benefit from your proposed work?

Concise, Clear, and Credible IM and BI

- Elevator speech
 - The How, What, When, Where, and Why of your proposal
 - Used to convey your intent and plan to others
- IM and BI belong in the Project Summary and in the Project Description (must agree)
- Reference

https://www.nsf.gov/bfa/dias/policy/merit_review/overview.pdf

Logic Model

- Near beginning of project description
- Defines inputs, activities, outcomes, and both short and longer term impacts
- Reference

<http://www.evaluate.org/webinars/2016-aug/>

Project Summary

- 1 page – entered in three sections:
 - Overview
 - IM
 - BI
- Makes your case
- Program officers are willing to review and comment on 1-2 pages summarizing your approach

Project Description

- Has many parts – all covered in 15 pages
- Logic Model
- Results of Prior (if needed)
- Motivating Rationale (need)
- IM and BI
- Goals, Objectives, Activities, Responsibility
- Management Plan
- Evaluation Plan
- Dissemination Plan
- Sustainability Plan

What Are You Going To Do?

- Goals and Objectives and Activities
 - Refer to February Webinar on what it means for goals to be SMART
- Clarity matters
- Who is responsible for accomplishing each activity/objective/goal?
- How will each be accomplished?
- Could be a table with short narrative explaining each goal
- Could include timeline

Timeline

- When will the activities be done, assuming funding?
- Timeline can be by month or quarter starting at funding date
- Must be credible
- Must take into account when the proposal is funded.

Key Personnel Must be Qualified

- Background established via Biosketch in supplemental documents(See PAPPG for format)
- Also explain roles in the body of the proposal

Evaluation Plan Must Be Clear

- 3-4 key research questions
- How will you determine if your work was successful?
 - Data to be gathered?
 - Who will do it?
- Evaluator Name and Qualifications
- Include Evaluator in biosketch

Results of the Work Must Be Disseminated

- Specific details matter
 - Conferences
 - Social media
 - Publications
- Give conference names, explanation of how you will use social media, what publications are anticipated
- More detail reviews better

Sustainability

- What activities/goals do you expect to be sustained after your grant is completed?
- How will these activities/goals be sustained and why?

Supplemental documents

- Biosketches
- Commitment letters from Business & Industry

Do not use supplemental pages to provide information that should be in the 15-page project description

Budget

- A budget per year of the grant
- Total cannot exceed maximum for type of grant proposed
- Indirect rate must match college's indirect letter
- Budget justification narrative explains the numbers
- Budget must credibly align with project description

Other Attachments

- Data Management Plan
 - How will you preserve what your grant creates
 - How will it be archived
 - ATECENTRAL.NET
- Facilities Plan
 - Required facilities to implement your program or program changes

ATE Proposal Preparation Template

- Meant to provide a framework for proposal preparation
- Enter notes/phrases/sentences in the “boxes” when you have them
- Reference

[http://www.matecnetworks.org/webinars/pdf/ATE
Proposal Prep Template 2017.pdf](http://www.matecnetworks.org/webinars/pdf/ATE_Proposal_Prep_Template_2017.pdf)

Review

- Good idea to complete your whole draft a month prior to due date
- Have the proposal read and critiqued by people who are not on the team
- Evaluate and incorporate their suggestions
- Compare draft to SGA requirements
- Have the updated draft reviewed again if possible

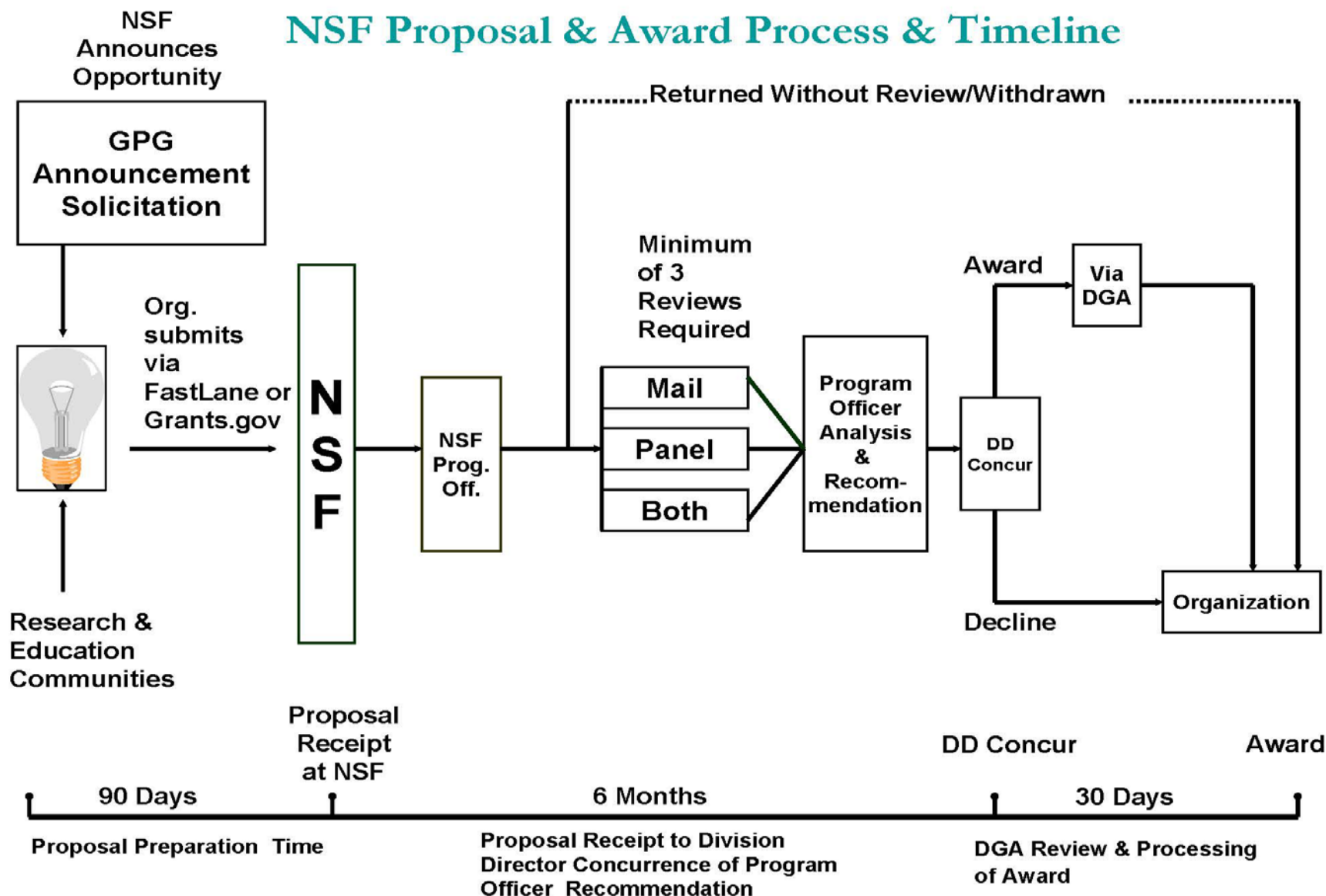
<http://fastlane.nsf.gov>

- Enter proposal parts
- Good idea to begin entering sections early to ensure access
- Authorized Organizational Representative (AOR) must review what was entered and formally submit – allow time
- AOR must NOT be a key person performing work on the grant

What To Expect, Submission and After

- Due date will be in October for ATE proposals
- All proposals must be fully submitted by 5 pm local time on the due date, no exceptions
- Be patient
- Review panels are typically in early December
- Program officers work with those grants that reviewed well to get them funded

NSF Proposal & Award Process & Timeline



New Performers*

*Never received an award OR no award within 5-yrs OR never reviewed by CAAR

Submit a proposal

Merit Review

Ratings and Program Officer review



Program Officer (PO) then does 2 things

Begins negotiation with PI to resolve questions and concerns (intends to recommend for award)

Sends proposal to Division of Grants and Agreements (DGA)

DGA sends New Performer Package to Institution

Institution completes package

DGA

Cost Analysis & Audit Resolution (CAAR)

DGA notifies PO recommend award



DGA Declines & De-briefs Inst.

The background is a collage of numerous circular icons in various colors (yellow, blue, green, red, grey). The icons represent different fields: a robotic arm, a chemical flask with a plant, a lightbulb, a gear, a globe, a bar chart, a molecular structure, a padlock, and a leaf. The word "Questions?" is centered in a large, bold, black font.

Questions?

Join Us

April 27th – 3 pm - Follow-up Q&A conference call for this webinar

<http://www.atecenters.org/recorded-webinars-2017/>

Submit questions in advance to Christina Titus at ctitus@collin.edu

Join Us – All Webinars 3 pm Eastern

May 18, 2017

Creating Dashboards For Grants Development And Management

Grant directors, grant developers and resource development personnel are all managers today. They are increasingly queried about evaluation, outcomes, evidence and data management. A useful tool for managers is the project dashboard.

In this webinar we will:

Define dashboard elements

Distinguish informational elements from trends and Key Performance indicators (KPIs)

Create ownership to make the dashboard a dynamic reporting tool

Develop your own dashboard with examples you can use

Presenters:

Michael Lesiecki, MATEC

Lara Smith, GateWay Community College

Armineh Noravian, GateWay Community College

For Other Upcoming Webinars See: <http://www.atecenters.org/ccta>

Join us in Salt Lake City, UT!



July 17-20, 2017



www.highimpact-tec.org

DOL and NSF Workforce Convening

Free DOL and NSF Workforce Convening at HI-TEC on **Friday, July 21, 2017, from 8:30 am to 12:30 pm**. This convening will focus on writing competitive NSF ATE project grants. Specifically, this session will feature extensive Q&A opportunities to help you refine the ideas you have and preliminary proposal work you have started. To get the full benefit from this session it is highly recommended you participate in ([register here](#)) or view recorded webinars ([view here](#)) for:

Grants and Innovation – A Great Match

Grant Proposal Resources, Roadmaps, and Timelines

Developing Stakeholder Partnerships Internally and Externally for Successful Grants

Tips for a Competitive Proposal

All DOL TAACCCT grantees, NSF grantees, other in workforce education, and HI-TEC conference attendees are invited to register for this free technical assistance convening.

WEBINAR SURVEY

Please take a moment to help us become better...

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<http://www.atecenters.org/ccta/>