

First Year Faculty Experience Workshop IV: “The First-Year Faculty Experience of Grant Writing at UVM”

- Comprehensive Faculty Mentoring Website: <https://www.uvm.edu/dofa/comprehensive-faculty-mentoring-program>
- First-Year Faculty Experience (FYFE) Workshops (all on Teams, beginning at noon):
 - **Friday, February 21:** FYFE Workshop V: “The FYFE of Addressing Student Concerns at UVM”
 - **Friday, March 21:** FYFE Workshop VI/Demystifying the RPT Process (DRPT) Workshop I: “All Faculty: Preparation for First Reappointment”
 - Further Demystifying the RPT Process Workshops: **March 26, April 11, April 30, & May 2**

The First-Year Faculty Experience of Grant Writing at UVM

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Grant Proposal Developer
Research Development

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Grant Proposal Developer
College of Arts and Sciences
Research Development

Housekeeping & Ground Rules

- **We affirm all aspects of identity**
 - neurotypes, gender, sexual orientations, race, disability, ethnicity, and all other forms of diversity
- **All forms of participation are okay**
 - Speak, type in chat box, gesture, emoticons/reactions, mix/match
 - Walk, move around, fidget, eat/snack, take breaks






Purpose of the Presentation

Participants will:

- Learn about UVM services and tools to support you in finding funding, writing, and submitting grant proposals
 - Research Development
 - Sponsored Projects Administration
- Strategies and best practices for developing grant proposals

UVM FY24 Sponsored Research Snapshot

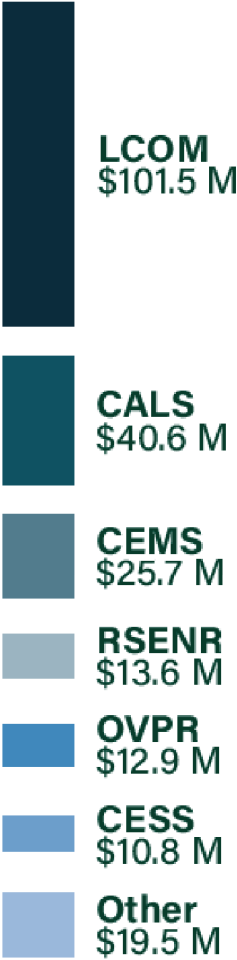
\$266.4M
In External Research Support

Source	Amount	Awards
 Federal Government	\$202.4 M	534
 Foundation & Nonprofit	\$11.3 M	83
 State and Local	\$6.5 M	29
 Industry	\$4.5 M	22
 Philanthropy	\$41.7 M	—
Total	\$266.4 M	668



UVM FY24 Sponsored Research Snapshot

Sponsored Award Funding by College



50

Number of awards worth \$1 million or more

Just 50 out of more than 660 sponsored awards at UVM accounted for over \$120 million in sponsored research funding, public service, instruction, and extension. These awards covered vast areas of research with projects like the Rural Communities Opioid Response Program, the Vermont Genetics Network, and the Climate Measurements Center of Excellence.

69.3%

Growth in sponsored research over the last 10 years

Sponsored Awards by Purpose



Getting to Know You...

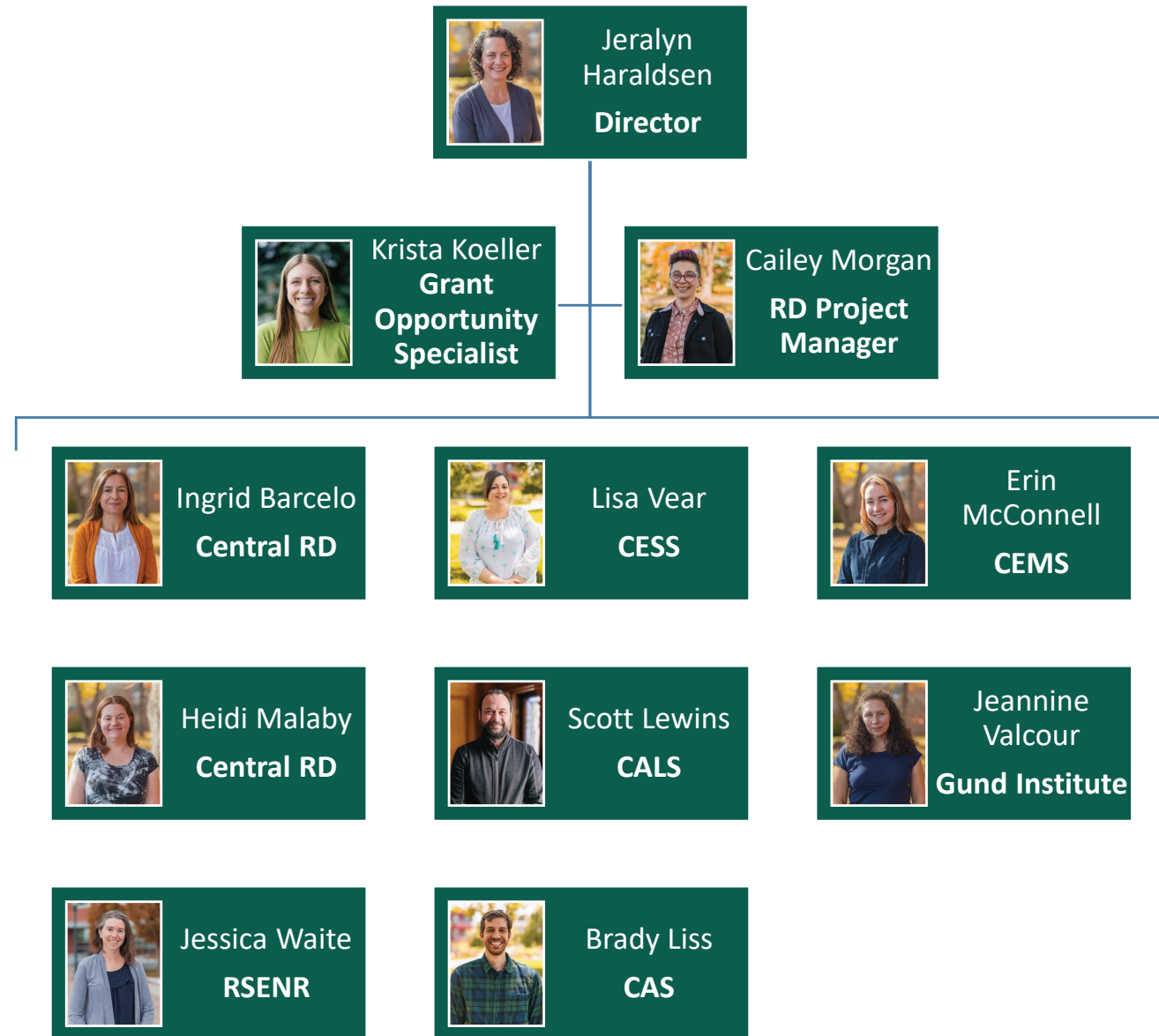
What are the most **intimidating or stressful** aspects of writing grant proposals for you?



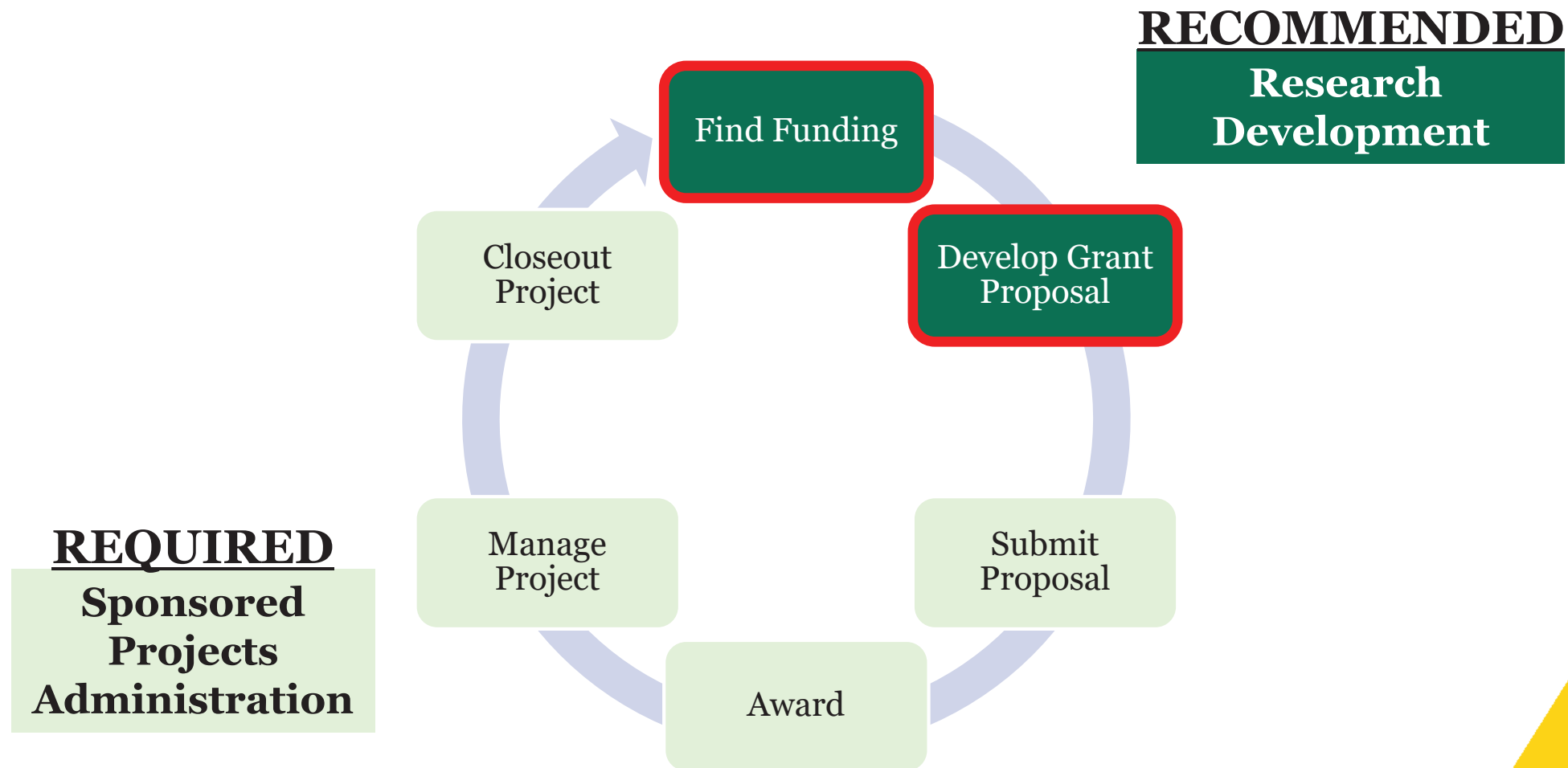
Research Development Support

Research Development offers a suite of services to assist scholars in their pursuit of extramural funding. Our team of trained researchers provides support during the grant development process to help proposals reach their full potential and conveys skills and experience to the UVM community to create highly competitive proposals.

Research Development Team



Where does UVM Research Development fit in?



Research Development

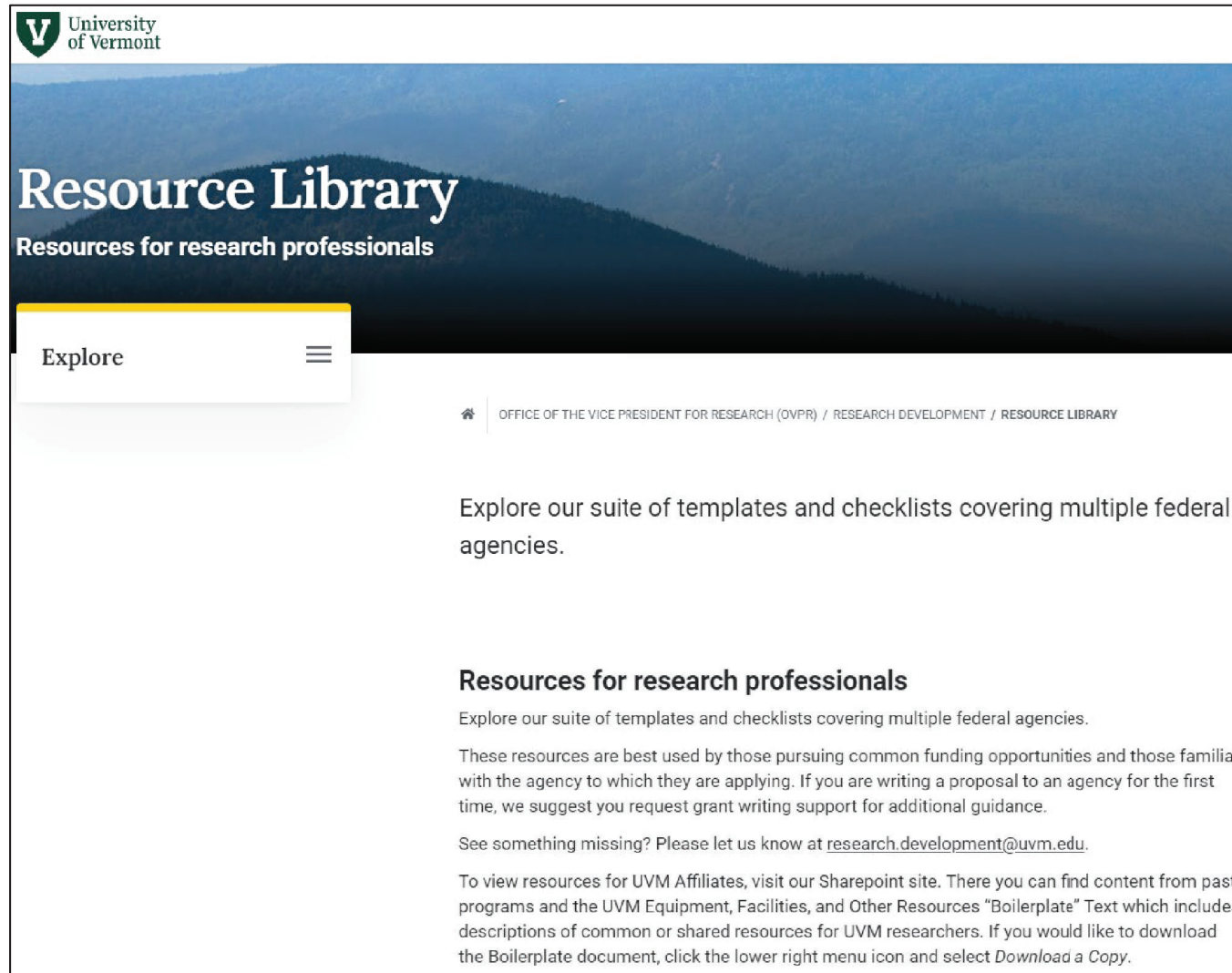
- Communicate funding opportunities
- Manage Limited Competition process
- ★ • Provide Grant Proposal Development Support
 - Including Project Management for large proposals
- Develop Grant Writing Resources, Programs, Tools

RD Support for New Faculty

- Regular Meetings
- Strategic Planning
- Tailored checklists
- Tailored timelines
- Custom outlines for the main proposal document
- Templates for supporting documents

Date	Deliverable(s)
March 19 – April 1	Write Specific Aims
April 2	Specific Aims (1st Draft) Completed
April 3 - 29	Write Research Strategy
By April 20	Begin budget development with business manager support
April 30	Research Strategy (1st Draft) Completed
May 3 - 19	Iterative revisions to Research Strategy (<i>as needed</i>)
By May 7	Enter grant information into UVM Click
May 10 - 24	Write/update Supporting Documents
By May 11	Complete first draft of full budget (in UVM Click)
May 19	Revise Budget if needed, write Budget Justification
May 20	Full, "near final" Project proposal completed
May 21 - 26	PI, grant developer, colleagues review of text
May 26	All final, signed Letters of Support due (<i>if applicable</i>)
May 26	All final biosketches and Other Support due
May 26 – June 1	Finalization of all documents
Wed, June 2	Upload all final documents into <u>UVMClick</u> and ROUTE proposal
On or before Fri, June 4	GOAL: proposal submission
Mon, June 7	NIH Proposal submission deadline

Strategic Resources – Research Development!



Our website: <https://www.uvm.edu/ovpr/resdev>

Finding Funding Opportunities

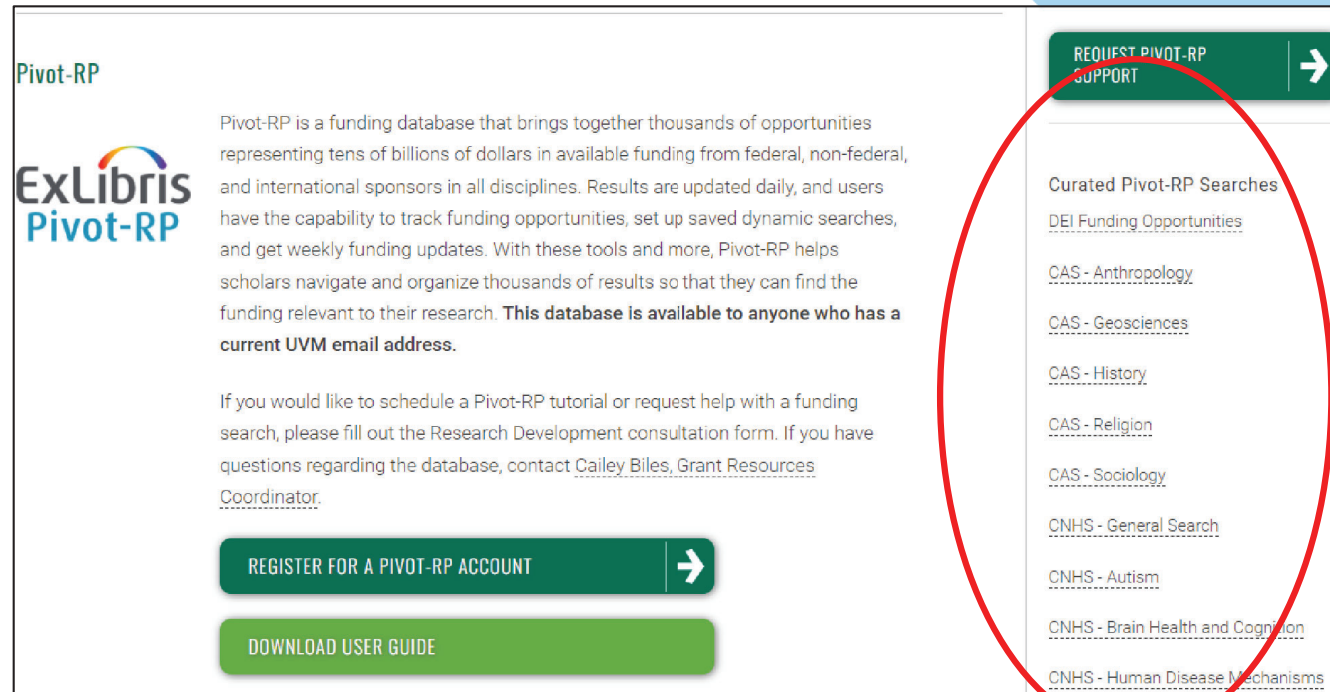
- UVM Internal funding opportunities (OVPR and college websites)
- Funding Databases
 - Pivot-RP (UVM subscription)
- Funding agency announcements, e-alerts, RSS feeds, social media
 - Grants.gov - Funding opps for 26 federal agencies
 - Individual federal agencies websites (e.g., NIH Guide for Grants and Contracts, National Science Foundation Update)
 - Philanthropy News Digest (*Foundation Directory Online)



Pivot-RP Database

- Searchable – funding database and expertise
- Updated daily
- Sources:
 - Federal and regional governments
 - Foundations
 - Professional societies, associations
 - Corporations
- Can create customized, saved searches, e-alerts
- **Pivot-RP training available through Research Development**

<https://www.uvm.edu/ovpr/resdev/external-funding>



Pivot-RP

ExLibris Pivot-RP

Pivot-RP is a funding database that brings together thousands of opportunities representing tens of billions of dollars in available funding from federal, non-federal, and international sponsors in all disciplines. Results are updated daily, and users have the capability to track funding opportunities, set up saved dynamic searches, and get weekly funding updates. With these tools and more, Pivot-RP helps scholars navigate and organize thousands of results so that they can find the funding relevant to their research. **This database is available to anyone who has a current UVM email address.**

If you would like to schedule a Pivot-RP tutorial or request help with a funding search, please fill out the Research Development consultation form. If you have questions regarding the database, contact [Cailey Biles, Grant Resources Coordinator](#).

[REGISTER FOR A PIVOT-RP ACCOUNT](#) →

[DOWNLOAD USER GUIDE](#)

[REQUEST PIVOT-RP SUPPORT](#) →

Curated Pivot-RP Searches

- [DEI Funding Opportunities](#)
- [CAS - Anthropology](#)
- [CAS - Geosciences](#)
- [CAS - History](#)
- [CAS - Religion](#)
- [CAS - Sociology](#)
- [CNHS - General Search](#)
- [CNHS - Autism](#)
- [CNHS - Brain Health and Cognition](#)
- [CNHS - Human Disease Mechanisms](#)

Testing you a little bit...

What is/are some of the first things you should check after you find a potential funding opportunity?

Eligibility Considerations

- Individual eligibility (can you be the “principal investigator” or PI)
 - Restricted to a particular career stage?
 - Graduate students, postdocs, early-career faculty
 - Citizenship requirements
- Institutional eligibility
 - Is UVM an eligible institution?



Limited Competitions

Limited Submission: Funders sometimes **restrict the number** of applications an institution can submit to a particular program.

UVM Internal Competition: **Internal process** to ensure we do not exceed a stated limit, jeopardizing multiple applications.

- Announced in weekly funding opps newsletter
- Brief LOI (Letter of Intent)
- Convert to pre-proposal and internal review, if needed

<https://www.uvm.edu/ovpr/resdev/limited-submissions>

There are Two “Flavors” of Federal Funding Opps

Unsolicited (investigator-initiated) Opportunities:

- Recurring opportunities with relatively predictable submission deadlines
- Broad areas of interest
 - Broad Agency Announcements (BAAs)
 - “Core” programs
 - “Parent” Announcements

Solicited Opportunities:

- Requests for projects in response to a **specific** topic of interest
- May have only **one** deadline (or a few)
- Can have short “drop” between announcement and submission deadline



Foundation Opps Have MANY “Flavors”

Unsolicited Opportunities (most common and most challenging):

- Typically only fund pre-identified entities
- Will not accept proposals unless invited

Solicited Opportunities:

- Often require a Letter of Intent first
- Deadlines may be annual, rolling or anything in between
- May or may not be recurring



Takeaway:

You May Not Need to Find a “Specific” RFA

Many funding agencies have a mechanism for accepting **unsolicited (investigator-initiated)** grant applications:

- Broad Agency Announcements (BAAs)
- “Core” programs
- “Parent” Announcements

You need to understand that process at YOUR funding agency of interest

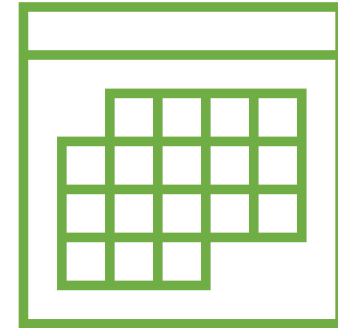
- Full proposal?
- Pre-proposal or white paper?

Develop a Process for Identifying Funding Opps

Many funders have recurring opportunities with relatively predictable due dates

Process should:

- provide **early/timely** notification
- cover your target funding agencies
- cover a range of other potential funders
- meet your needs (i.e., doesn't overwhelm)



Testing you a little bit...

When you are receive a grant, whose money is it?

Sponsored Project Administration (SPA) & SPA 2.0 Support

What Is A Sponsored Project?

- Externally-funded activity in which a formal written agreement, i.e., a grant, contract, or cooperative agreement, is entered into by recipient (UVM) and Sponsor (e.g. federal, state, other universities, industry)
- Supports research, public service, or instructional efforts

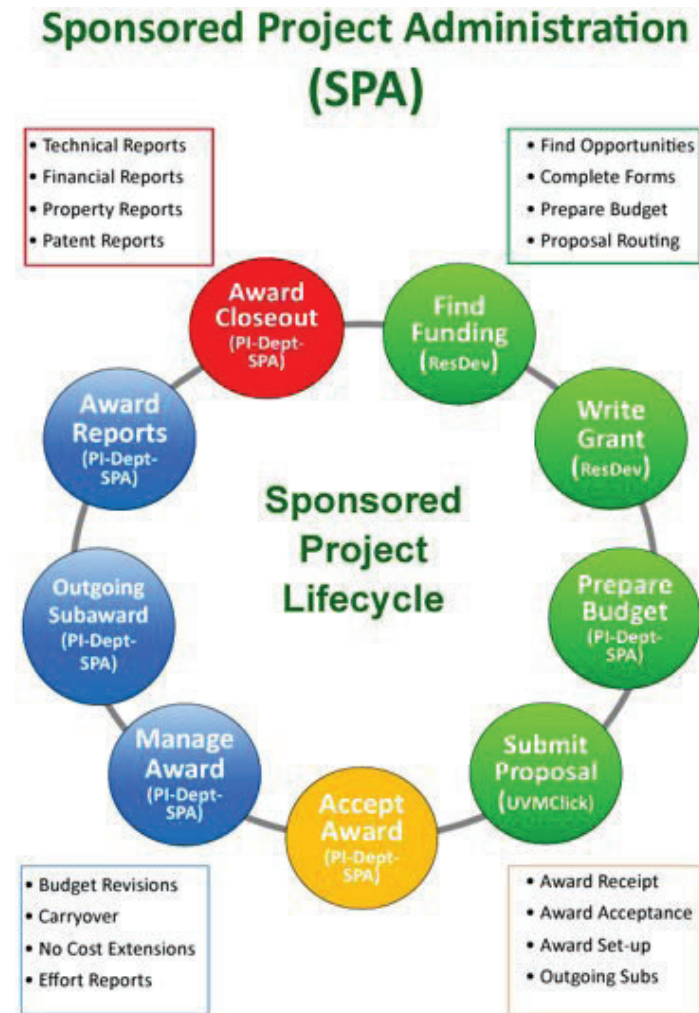


Fundamentals

- Whose grant is this?
 - Awards are made to the **institution**
- Who gets to call the shots?
 - A Principal Investigator (PI) is the lead researcher for the grant project
 - PIs and Central and Department administrators form a partnership
 - ✓ PIs direct the science
 - ✓ Administrators manage the business processes and compliance functions
- Who answers to whom?
 - Science without administration would not receive grant funding
 - Administrators without science would not receive grant funding

What Is Sponsored Projects Administration (SPA)?

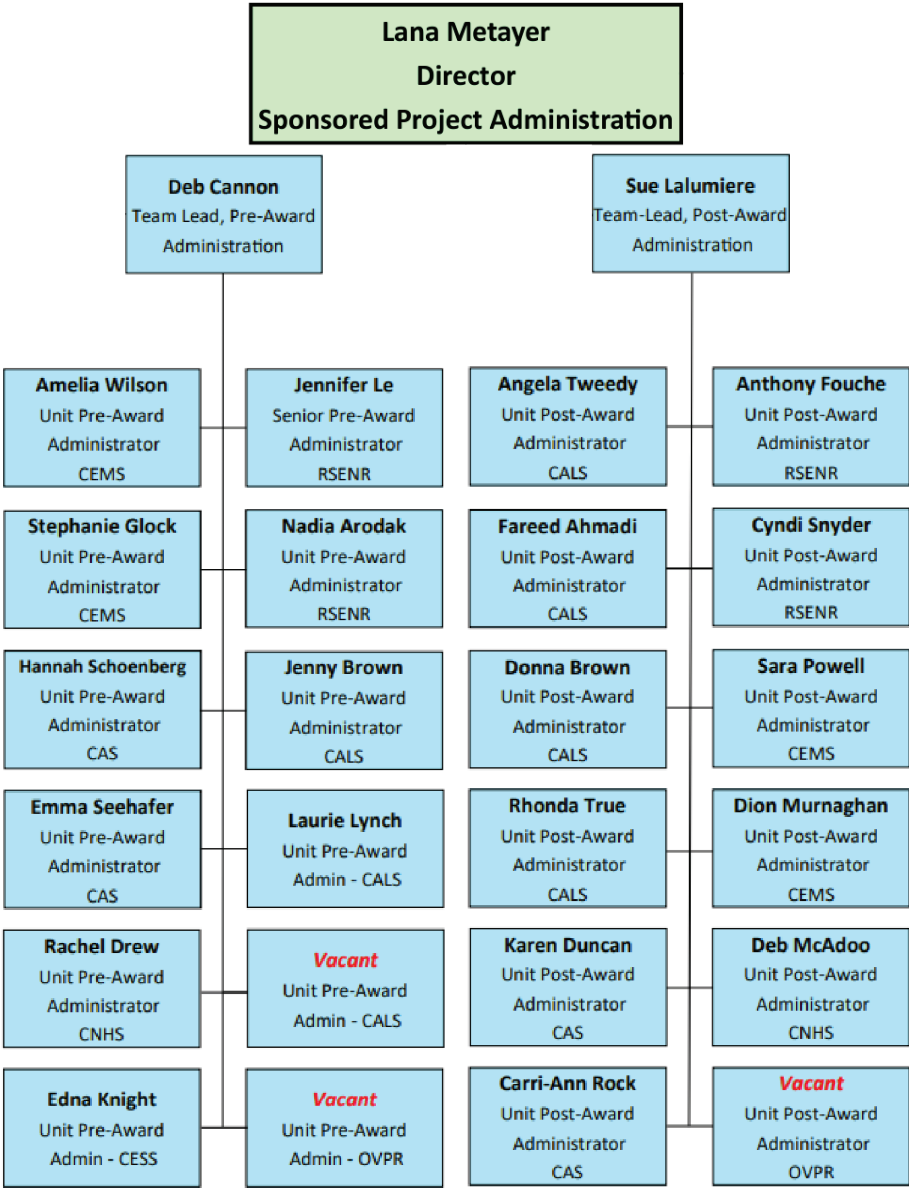
Sponsored Project Administration is a full-service research administration and compliance office committed to assisting faculty, staff, and sponsors navigate the lifecycle of a sponsored project. SPA provides institutional approval for all proposal submissions, accepts awards on behalf of UVM, and facilitates award administration.



SPA 2.0

SPA 2.0 Administrators serve the faculty on a more individual and personal level and act as a liaison between the faculty and the central team.

[Find Your Admin!](#)



A Few Budget Definitions

- **Cost-Share** - Occurs when UVM contributes quantifiable resources to a sponsored project beyond the amount paid for by the sponsor.
- **Fringe** - Fringe Benefits include such items as FICA, Worker's Compensation, Unemployment Compensation, insurance, pensions, tuition remission and employee assistance programs.
- **Equipment** - is defined as that which has a useful life of more than one year *and* an acquisition cost of \$5,000 or more.
- **F&A / Indirect Costs / Overhead** - fund items researchers need in order to conduct their work that cannot be specifically allocated to a single project.



F&A: Why up to 53% of your budget isn't "yours"

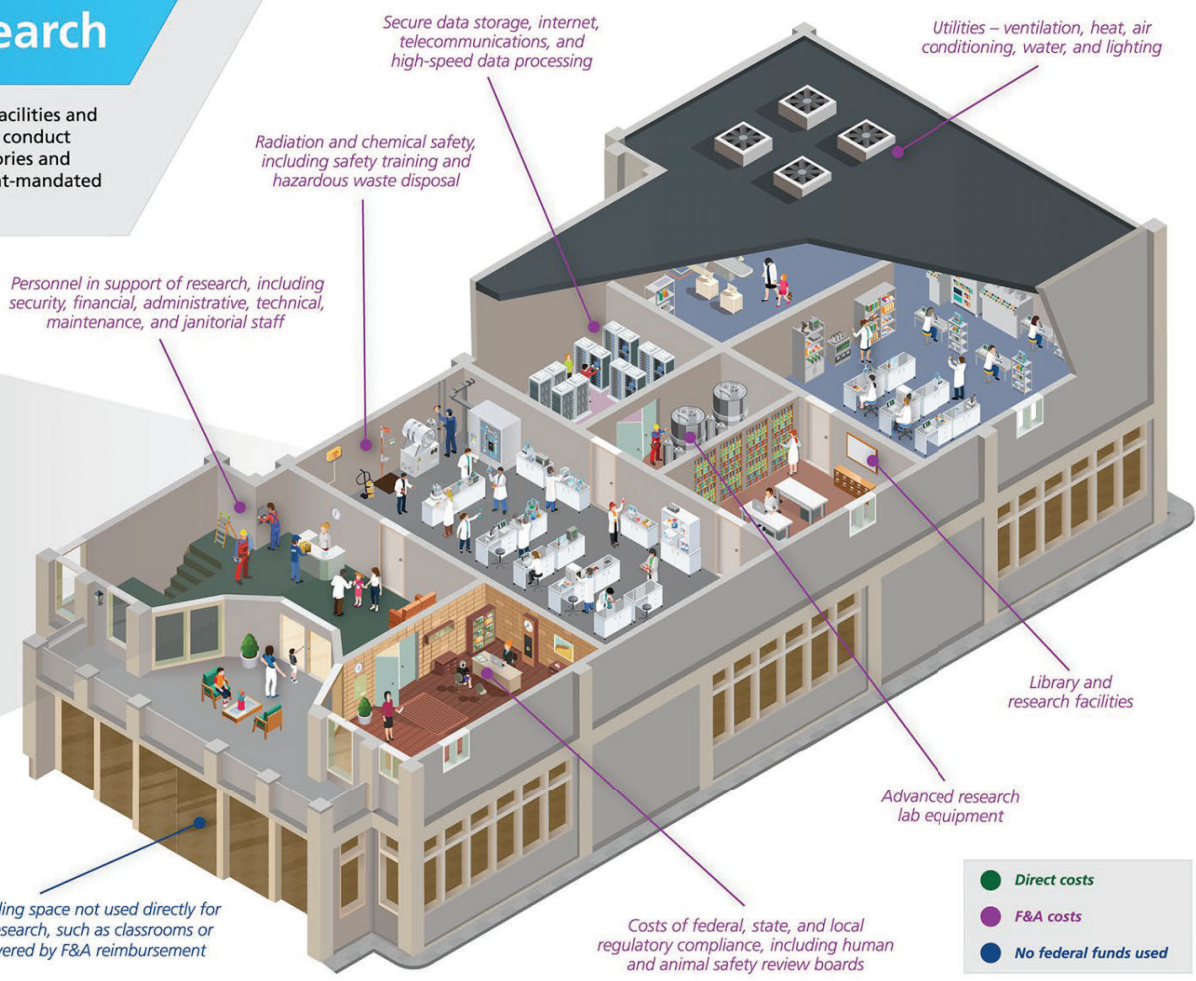
Costs of Federally Sponsored Research

The total cost of federally sponsored research includes a combination of both direct and facilities and administrative (F&A) costs. Both types of expenditures are key to an institution's ability to conduct cutting-edge research. F&A consists of the construction and maintenance costs of laboratories and high-tech facilities; energy and utility expenses; and safety, security, and other government-mandated expenses. These costs are real and research cannot be conducted without them.



Direct costs - These expenses solely cover research and include lab supplies and equipment; salaries and stipends for researchers and graduate students; and travel costs for conducting and sharing research

Upkeep of any building space not used directly for federally funded research, such as classrooms or lobbies, is **not** covered by F&A reimbursement



- Direct costs
- F&A costs
- No federal funds used

UVM F&A Rate Agreement

<https://www.uvm.edu/finance/fa-rates>

F&A COSTS AND RATES

Key Resources

- [F&A Rates by Fiscal Year \(PDF\)](#)
- [Federal Government Rate Agreement \(PDF\)](#)
- [Typical Direct vs. F&A Costs \(PDF\)](#)
- [UVM Cost Accounting Standards \(PDF\)](#)

Rate Types by Function	F&A Rates by Fiscal Year												
	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27*
	Predetermined Rates (FY13 Base Year)				Predetermined Rates (FY18 Extended Rates)				Predetermined Rates (FY21 Base Year)				Provisional
Organized Research													
On-campus	52.5%	54.0%	54.5%	56.0%	56.0%	56.0%	56.0%	56.0%	56.0%	53.0%	53.0%	53.5%	53.5%
Off-campus - Burlington	28.2%	28.0%	28.0%	28.0%	28.0%	28.0%	28.0%	28.0%	28.0%	27.5%	27.5%	27.5%	27.5%
Off-campus - outside city	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%
Experiment Station Research													
On-campus	37.5%	53.0%	53.0%	53.0%	53.0%	53.0%	53.0%	53.0%	53.0%	49.5%	49.5%	49.5%	49.5%
Off-campus	22.3%	16.0%	16.0%	16.0%	16.0%	16.0%	16.0%	16.0%	16.0%	17.5%	17.5%	17.5%	17.5%
Instruction													
On-campus	62.6%	63.0%	63.0%	63.0%	63.0%	63.0%	63.0%	63.0%	63.0%	65.0%	65.0%	65.0%	65.0%
Off-campus	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%
VCHIP Program													
On-campus	33.5%	33.0%	33.0%	33.0%	33.0%	33.0%	33.0%	33.0%	33.0%	33.0%	32.5%	32.5%	32.5%
Off-campus	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%
Public Service													
On-campus	34.5%	38.0%	38.0%	38.0%	38.0%	38.0%	38.0%	38.0%	38.0%	33.0%	33.0%	33.0%	33.0%
Off-campus	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%	26.0%
Extension Service **													
On-campus	27.2%	25.7%	25.7%	25.7%	25.7%	25.7%	25.7%	25.7%	25.7%	21.0%	21.0%	21.0%	21.0%
Off-campus	22.3%	16.0%	16.0%	16.0%	16.0%	16.0%	16.0%	16.0%	16.0%	17.5%	17.5%	17.5%	17.5%

* Provisional F&A rates are used for fiscal years without a federally negotiated F&A rate. F&A rates have been negotiated through FY26. Predetermined rates are federally approved F&A rates. The next base year used to negotiate F&A rates for future years is FY25.

** Extension F&A rates must be used for all Extension proposals/awards regardless of the extension related activity including extension sponsored research or service projects.

Systems for Managing Sponsored Projects

- Used by Principal Investigators (PIs) to:
 - Initiate proposal in UVMClick
 - Prepare budgets
 - Upload proposal documents
 - Route proposals for internal approvals
 - System-to-system proposal submissions
- Used by the PI & business unit administrators to:
 - Track & report – current & pending support data
 - Storage of finalized documents relating to proposals, awards and subawards



Systems for Managing Sponsored Projects

Dashboard

Grants

Agreements

COI

IRB

IACUC

Safety

...

Funding Proposal

Complex Projects

Awards

Reports

Help Center

Grants > Callahan Draft Proposal Demo

Draft

Next Steps

Edit Funding Proposal

Printer Version

COI Disclosure Status

Submit For Department Review

Certify

Withdraw Proposal

Send to COI

Manage Ancillary Reviews

Manage Relationships

Manage Tags

Create Agreement

UVM Add Attachments

Copy

Create Additional Budget

Export Budget

Send Email

Manage Access

Add Comment

View Related IRB Protocols

View Detailed Status

Callahan Draft Proposal Demo

FP00004273

Funding Proposal

Proposal Information

Pi:

Christopher Callahan

Submitting Department:

Ext - Programming & Fac Sup

College:

EXTENSION

Direct Sponsor:

Food and Nutrition Service/FNS/USDA

Prime Sponsor:

Application Deadline:

6/1/2024 Sponsor Deadline (Hard)

SPA Deadline:

5/30/2024

Department Administrative Contact:

Christopher Callahan

SPA Administrator:

Amy Santos

SF424 Link (if applicable):

Budget Information

Project Period:

8/1/2024 - 7/31/2029

Number of Periods:

5

Sponsor Total Direct:

\$0

Sponsor Total F&A:

\$0

Sponsor Total Cost:

\$0

Proposal Activity:

RESEARCH - Basic - 311

Cost Share Direct:

\$0

Cost Share F&A:

\$0

Cost Share Total:

\$0

Draft

Department Review

Specialist Review

Sponsor Review

Awarded

Not Funded

Clarifications Requested

Clarifications Requested

Changes Required

Budgets

History

Reviewers

Attachments

Financials

Reviewer Notes

Related Projects

Change Log

SF424 Summary

Working Budgets

Name

SmartForm

Date Modified

State

Funding Source

Total

In Financials?

Food and Nutrition Service/FNS/USDA

[Edit]

4/15/2024 2:55 PM

Draft

Federal

\$0

yes

1 items

page 1 of 1

10 / page

<https://www.uvm.edu/ovpr/uvmclick-grants>

Grant Proposal Development



Getting to Know You...

What has **your experience** been so far with grant writing or developing proposals?

What Drives Success?

- Knowing your “audience” – who are your reviewers?
- Alignment between your goals and the funder’s goals/mission
- Significance/relevance of your idea
- FEASIBILITY and technical approach
- YOU as an investigator
 - Credentials and track record (publications, scholarly productivity, awards)
 - Expertise of you and your team
- Leaving enough TIME to write – it takes longer than you think!



Strategies for Developing Grant Proposals – Best Practices

- Give yourself plenty of **Time**
- Serve as a **Reviewer**:
 - Many agencies are eager for reviewers
 - Provides valuable insight into the process
 - Access to a collection of funded and unfunded proposals
- Find **mentor(s)** that you trust
- Read the RFA/RFP/FOA:
 - In full detail and multiple times
 - Paying special attention to what they want to fund
- Contact **Program Officers**

It Starts with a Good Idea!



when I think it



when I say it

...



when I try to write it down

It Starts with a Good Idea!

- This can be the hardest part, so **don't be hard on yourself**
- **Ideas are the product of preparation:**
 - Learn the literature
 - Where does your research fit within this ongoing “conversation” or debate within your field?
 - Finding the gap
 - In order to participate in this conversation, you must:
 - Understand prior work
 - Understand methodology, techniques, tools
 - Synthesize this information and make connections between your own work and that of others



Maximizing Your Potential to Get Funded

- Review **examples** of successful proposals (ask mentors, classmates, sponsor websites)
- Develop Professional **Relationships**
- Assess **Competitiveness**:
 - Do you have preliminary data?
 - Have you been publishing in your field?
 - Compare yourself with PIs that are being funded
 - Do you understand the Program to which you are applying?
 - Have you talked to colleagues funded by the Program?
 - Have you talked to the Program Officer at the funding agency?

☒ **EXCELLENT**

☐ **GOOD**

☐ **AVERAGE**


How Can an Award Database Help Me?

- Compare your work with funded projects – assess “fit” and competitiveness
- Has something similar been funded already?
- Where is my “home” within the funding agency?
- Identify funded colleagues
- Determine number of grants awarded in the previous funding cycle

Use Sponsor Award Databases to Find Out What's Being Funded - What is Competitive?


- Keyword search
- Search a specific, existing Program funding opportunity announcement number (FOA, PA, RFA number)
 - Abstracts - publications
 - Project team
 - Awarded budget
 - Assigned Program Officer
 - Funding program - Institute/Directorate

An open repository of funding proposals
<https://www.ogrants.org/>

U.S. National Science Foundation
www.nsf.gov/awardsearch/
Awards Simple Search
[Overview of Award Search Features](#)

Search award for:

☒ Active Awards ☐ Expired Awards

[Search](#) 

Use double quotes for exact search. For example "water vapor".

What do you think are typical reasons that proposals don't score well?

- Mis-alignment with program/sponsor
- Over-ambitious – scope too large
- Significance
- Team expertise – collaborators needed
- Disagree with approach/methods
- *All of these are determined by the Reviewers!*

So...How Do I Write for My Reviewers?

First, remember that your reviewers are human....



... and very busy, like you!

Before You Write, You Must Understand Your Audience



- Reviewers take the role seriously, but... busy, over-committed, tired
- Inherently skeptical and critical mindset
- Perhaps only peripherally interested in your research

Writing a Proposal is NOT like Writing a Paper

A Paper is:	A Proposal is:
A scholarly pursuit – individual passion	Aimed at funder goals – service attitude
Past oriented, work that has been done	Future oriented, work that <i>should</i> be done
Theme centered; theory and thesis	Project centered; objectives and activities
Expository rhetoric: explaining to the reader	Persuasive rhetoric: “selling” to the reader
Impersonal tone, objective, dispassionate	Personal tone, conveys excitement
Fewer length constraints (sometimes)	Strict length constraints, brevity rewarded
Specialized terminology, “insider jargon”	Accessible language, easily understood

Porter (2007), The Journal of Research Administrators, Vol XXXVIII, 2:37-43.



“Agreed. We fund only those proposals
we can understand.”

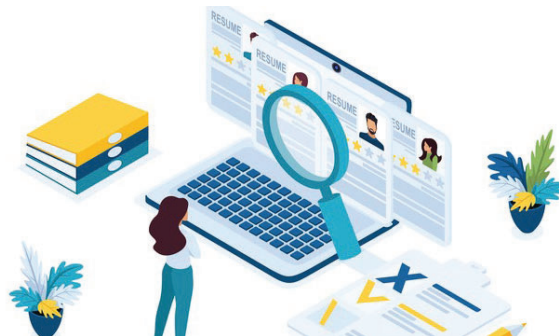
Make Their Job Easy



- Understand the review criteria and give the reviewers the words they need to defend your proposal to the rest of the panel
- **Explicit** statements
- Clear and concise writing

How is my grant reviewed?

- **Peer review** is the process by which your grant is evaluated by a group of appropriate experts in your field.
- However, the process can **vary significantly** between different funding agencies.
- A full understanding of the review process, including **who** will review your proposal, will help you to write a more effective proposal



What Are They Looking For? Review Criteria

NIH	USDA	NEH	NSF
Significance	Relevance	Significance	Intellectual Merit
Investigators	Investigators	Applicant	Broader Impacts
Approach	Scientific Merit	Feasibility	
Environment	Facilities	Design and Work Plan	
Innovation		Cost	
		Clarity of Expression	

Don't Take Negative Reviews Personally

Distinguishing between **excellent science/ scholarship** and *slightly less excellent science/ scholarship* is exceedingly difficult



Responding to Critiques

- Respect the reviewers' opinions
- Assume reviewers' comments are intended to be helpful
- Read the critique thoroughly and dispassionately
- In general, respond from the perspective that “the reviewer is always right” (even if you disagree with them!)
 - Errors in clarity and grantsmanship
- Be appreciative, not defensive
- Be persistent and consider resubmission

Res Dev Training Opportunities

Both tailored to early-career faculty:

- ***NSF CAREER Commit to Submit Program***
 - Seven weekly in-person meetings
 - Additional 1:1 support available
- ***Write Your First NIH Grant Program***
 - Previously recorded eight weekly virtual sessions.
 - Available to all UVM Faculty!
 - <https://www.uvm.edu/ovpr/resdev/resource-library>



How to Request Research Development Support:

- Initiate contact early – **ideally 4-8+ weeks in advance** of your proposal deadline.
- **Complete intake form** on website with info about **funding opportunity and deadline.**

[Request support here!](#)

What We Offer

- **Finding Funding:** consultations, Pivot-RP tutorials, weekly funding opportunity newsletter. [*Request a funding opportunity and/or Pivot-RP consultation or subscribe to the newsletter*](#)
- **Limited Competitions:** management of internal competition and selection process for limited submission funding opportunities. [*View and apply for open limited competitions*](#)
- **Grant Writing Support:** grantsmanship and writing feedback and assistance. [*Request grant writing support*](#)
 - [*Grant proposal review and grantsmanship critique*](#): annotated feedback and suggestions to enhance competitiveness; proposal review for responsiveness to funding program solicitation and/or reviewer critiques
 - [*Grant proposal writing assistance and editing*](#): substantive editing of draft text; editing to improve clarity, flow, formatting, and presentation; assistance with drafting non-technical proposal components; suggested outlines, checklists of required documents, and timelines
- **Project Management for Large Proposal Preparation:** addition of skilled, flexible capacity to your team for developing large and complex proposals. [*Request complex project management support*](#)
- **Grant Writing Programs and Resources:**
 - View [*calendar of events*](#) or [*list of ongoing programs*](#)
 - Access [*grant writing resources*](#)
 - [*Request a UVM Research Impacts consultation*](#) for broadening and amplifying the impact of your research
- **Strategic Planning:** positions faculty for funding and leadership opportunities. [*Request a consultation with Lewis-Burke Associates*](#)

Our website: <https://www.uvm.edu/ovpr/resdev>

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Questions?

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University
of Vermont

Thank you! For Additional Questions:

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