

The slide features a white background with a yellow horizontal bar. On the left and right sides, there are green circular shapes that overlap the yellow bar. The text is centered and reads: University/College:
Managing the
Proposal/Application
Writing Process.

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Overview

- Importance of Starting Early
- Complete Literature Review
- Having Preliminary Data
- Write to the Solicitation
- Know the Submission Process
- Challenges faced at HBCUs



Importance of Starting Early

- Setting specific work times:
- What type of person are you?
- When do you work best?
- When do you feel mentally the sharpest?



Importance of Starting Early

- Delegate portions of proposal
- Develop Teamwork
- Know strengths/weaknesses of team members
- Accountability partner



Importance of Starting Early

- Set weekly milestones for the work
- Make sure you are progressing through the work
- Builds confidence/encouragement
- Unexpected tasks



Complete Literature Review

- Know the current research on the topic
- What is being done NOW in the field?
- How is it being Done?



Complete Literature Review

- Know the capabilities of your department
- How can you contribute to the research?
- Establish members with expertise in the research area
- Establish members with high interest in the research area



Complete Literature Review

- Use references for the proposal that are current
- Avoid outdated references



Have Preliminary Data

- Shows agency what you have done
- Gives the Sponsor an indication of your potential
- Shows the Sponsor your commitment/dedication to the research



Have Preliminary Data

- Creates support for your work
- Shows Sponsor that you are willing to invest your own resources
- Shows technological resources



Have Preliminary Data

- Shows your expertise/credibility of the research
- Encourages Sponsors if findings are good
- Lends insight to Sponsor of future capabilities



Write to the Solicitation

- Answer the solicitation questions exactly
- Be specific to the solicitation topic
- If submitting to the same agency for a second time, make sure you follow the current solicitation questions



Write to the Solicitation

- Follow the budget request exactly
- Don't go over the budget
- Understand what items can be covered in the budget



Write to the Solicitation

- Incorporate release time in the proposal
- Administrators need exact grant numbers to charge for release time



Know the Submission Process

- Know the due dates for all the levels of approvals
- How much time is needed for approval at each level?
- Helps you to plan how early you need to complete the proposal



Know the Submission Process

- Allow time for revisions along the way
- Each level could require a revision
- Get to know all person involved at each of the levels



Know the Submission Process

- Office of Sponsored Programs is your best friend!
- Establish a working relationship with the staff.
- They push the submission button.



Challenges Faced at HBCUs

- High work loads
- 12 hours or more teaching load
- Addressing student needs
- Committee responsibilities
- Learning to say “NO”



Challenges Faced at HBCUs

- Finding Interdisciplinary faculty with shared interests
- Getting out of your silo
- Sponsors encourage research that involves more than one discipline



Summary

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Questions????



Thanks and
Write On!



Contact Information

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