



GRANT WRITING 101

at TENNESSEE TECH

A Training Course
for Faculty Engaged
in Research

INTRODUCTION

Office of Research and Economic Development (ORED)

Our Goal

Serving as a focal point for matters relating to research and similar scholarly activities through

- Helping faculty identify funding opportunities and develop research proposals
- Reviewing and approving proposals
- Preparing and negotiating contracts
- Executing awarded contracts
- Ensuring that awards and contracts are compliant

Let us guide you through the grant-writing process.

This course is designed to answer your questions on finding funding and ensuring that your grants have the best chances for success. The various modules will take you through each step of the grant process at Tennessee Tech. Good luck on your journey.



“No one undertakes research...with the intention of winning a prize. It is the joy of discovering something no one knew before.”

—Stephen Hawking

GETTING STARTED: KNOWING THE BASICS

What is a sponsored project or research initiative?

Sponsored projects originate from external sources, such as state, federal or private funds, allocated in the form of an award to the University in support of research, instruction, training, service or other scholarly activities.

Who can submit a proposal for externally funded activities?

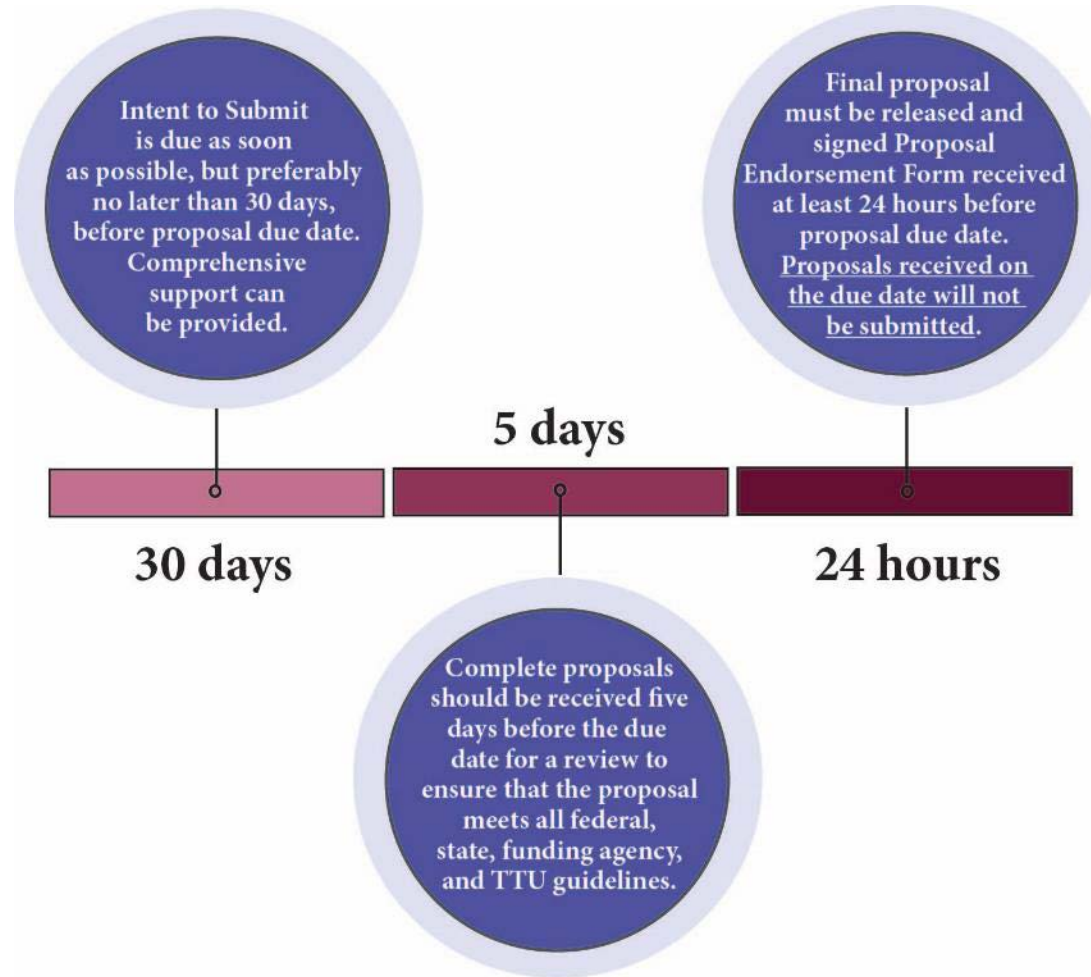
Any individual who holds a full-time position such as tenured, tenure track, or non-tenure track research; or who is a director of a state-designated Center or University Center may serve as a Principal Investigator/Project Director for sponsored activities and be responsible for a contract or grant; or any individual who holds the position of Lecturer, Instructor, Adjunct/Affiliate, Emeritus, or part-time faculty (50% appointment) with the approval of his or her chair and dean can serve as Principal Investigator/Project Director. But see the full list here: [Roles and Responsibilities](#)

Where do I go from here?

The ORED has established a pathway to proposals that will get you started on the right track.



GUIDE



Think of this as your guide map. Now, let's get started.

ARE YOU READY

Take a deep breath. We're about to dive into the heart of proposal writing and all the things you need to know to route proposals through Tennessee Tech.



PREPARING THE PROPOSAL

The following sections will tell you where to find funding opportunities; what forms you need to submit to the ORED; how to compile all the pieces of the proposal; and who can help along the way.

THE FIVE BASICS

Think of these as a checklist for preparing your proposal.

1

Identify
funding

2

Write the
proposal

3

Develop the
budget

4

Compile
proposal
documents

5

Submit the
proposal

You can also see the [proposal preparation tool](#) on the ORED website.

1

Identify Funding

KNOW WHERE TO LOOK

The ORED provides a one-stop source for both internal and external funding opportunities.

Just visit our [funding page](#) to see all the different resources. And if you need some help, don't worry. We have people for that.



1

Identify Funding



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Jamie Murdock,
Grant Development Manager
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Either Mark Lynam or Jamie Murdock can help you figure out how to use the SPIN Suite or Grants.gov services to target funding opportunities that match your research.

1

Identify Funding

- ✓ After you've found a funding opportunity and you're interested in submitting a proposal, you need to let the ORED know that you're planning to submit a proposal by completing an [Intent to Submit form](#) and sending it to us through email to research@tntech.edu.
- ✓ This is important as it lets us put the grant deadline on our calendar and help you prepare to meet our internal deadlines. It also allows you to choose which of our services you need to help you complete the proposal. Once you've done that, you will hear from Jamie Murdock, who will further guide you in the steps you need to follow.





2

Write the proposal.

KNOW WHAT TO SAY

This is the hard part, but don't worry.
We have resources to help with that too.



2

Write the proposal.

- ✓ Unfortunately, we can't write about your research for you, BUT, we can give you some resources to help. In fact, a whole portion of our website is devoted to it.
- ✓ If you look at our "[Proposal Development Resources](#)" page, we have links to our toolkit, the forms you will need, the NSF Proposal and Award Policies and Procedures Guide (or PAPPG), and some publications that give you even more information (*these are copyrighted, so we have to put them on our protected site, but you can easily get to them by clicking the links and logging in with your Tennessee Tech username and password*).
- ✓ On our [toolkit page](#), we also have sample letters of support, information on our core facilities, and other documents to help you write your proposal. In this step, use all of our resources to help you craft the best proposal possible.



2

Write the proposal.

- ✓ Use our services as much as you need to while writing. Jamie Murdock, the grant development manager, can help you think through your proposal, organize your information and make sure you're following the request for proposal (RFP) guidelines.
- ✓ We also have an editor, [Amy Hill](#), who can read your draft and help your writing sound more polished. She can also help prepare your graphics to illustrate the concepts you're trying to convey.



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3

Develop the budget.

KNOW WHAT YOU CAN SPEND

**And you thought the writing
was the hard part.**

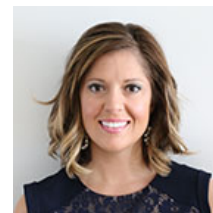


Preparing a budget can be tricky because you want to make sure you allocate enough funds to cover everything you need to do in your project. There are also things to consider like cost sharing, indirect costs, etc., but again, don't worry, we have people to help you with that.

3

Develop the budget.

If you're not going through one of the Research Centers, you can get our Financial Analyst, Amanda Cherry, to help you prepare your budget. Contact her if you have any questions. She's happy to help create a budget template for you based on your feedback. We also have a handy template, called the Proposed Budget Spreadsheet, under [Pre-Award forms](#) on our website for your information.



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3

Develop the budget.

TERMS AND CONCEPTS

- ❑ **Cost-Sharing** (Voluntary vs. Involuntary; In-Kind vs. Cash)

Resources: [Information on Calculating Cost Share and Facilities and Administrative \(F&A\) Costs](#)

- ❑ **Indirect Costs** (or F&A Costs)

Resources: [Indirect Cost Rate Agreement](#)

- ❑ **Direct Costs**

- ❑ **Salaries and Wages**



- ❑ **Benefits** (bottom of page)

- ❑ **Travel**

Resources: [General and Group Travel Policies \(TTU Policy 506\)](#)

- ❑ **Supplies**

- ❑ **Equipment**

4

Compile proposal documents.

Once you've finished writing and you've prepared a solid budget, you've got to make sure you have everything else required by the funding agency. This could include letters of support, budget justifications, facilities lists, résumés from co-PIs, proof of IRB approval, just to name a few. We have some samples of those in our [toolkit](#) if you need help preparing those items. Our grant development manager, [Jamie Murdock](#), can also help you with this.



5

Submitting the proposal.

- ✓ Don't forget, if you need our services, we must have the draft proposal **10-20 days** before the final submission deadline. But if you've got it covered and only need us to submit the proposal, we require the entire proposal, including the signed [Proposal Endorsement form](#) **NO LATER** than five days before the submission deadline.
- ✓ Once you're ready to go, send everything to [Amy Hill](#) who can provide a limited final review and then submit the actual proposal to the funding agency. Specific information regarding the items that are reviewed during the five-day period can be found on our [website](#). Note that the Office of Research will no longer submit proposals received in our office on the funding deadline date.



Submit

NOW WHAT?

- ✓ After the proposal is submitted, then you wait. Each funding agency is different, and the time to find out if your proposal was accepted can vary. If the proposal is funded, then you can begin the post-award processes of getting the grant activated, performing the work, etc. (see our Post-Award module for information on that). If the proposal is not funded, then read the reviewers' comments to try to strengthen the proposal for next time or determine if you need to go a different direction.
- ✓ The following pages have more resources, the quiz and the certificate. When you are ready, take the quiz, and if you pass, print the Excel quiz page and certificate and send them to the Office of Research at Box 5164.





RESOURCES

- [Forms](#)
- [Contacts](#)
- [Budget Terms](#)

**Now you can begin
writing proposals
with confidence!**

THANK YOU for
completing our course.