The Grant Creation Process:

10 Easy Steps to Coordinating and Completing a Federal Grant Proposal for your PI

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Purpose

We know that the grant development process can sometimes be overwhelming. This seminar is designed to provide you with tools and resources to break the process into manageable parts.

Purpose

In short, I will provide you with a successful formula for creating a smooth, low-stress proposal development process!

Agenda

- Introduction
- Case scenario
- The Federal proposal development process
- The Top 10 List
- The difference between BMC Development and BMC Grants Administration
- When to say "No" to a PI and how to say it successfully.

Learning Objectives

At the end of this seminar, you will be able to:

- Identify the multiple steps involved in the Federal proposal development process

- List your dream team for any proposal

- Know when and how to "Just Say No" to a PI

- Understand how to organize a proposal for a stress-free, timely submission to Grants Administration

Target Audience

The target audience for this seminar is primarily the BUMC Grants Administrator, Researcher, or Proposal Manager with a role on a proposal development team.

Note: Some BMC rules/resources do not apply to BU.

Case Scenario

One of your PIs enters your office on a Thursday morning all excited. She has that impish look in her eye again.

"What's up?" you ask, suspiciously, simultaneously thinking that your workload is already stretched, with three reports and two R01 submissions all due in just two weeks.

Case Scenario (Cont'd.)

"I am almost done with my research plan," she tells you, "This one's a winner, I'm sure of it!" You look up at the PI.

"I have been working on this R01 for a month now and I think it is almost done. I will only need your help pulling things together. No problem."

You sigh.

"Don't worry," the PI adds, "I am off to the airport now, but I'll be back in time to help you wrap things up."

"Wait! Doctor, I just have a few questions to ask you before you leave. I promise it will only take a minute!"

Instructions

- Break into small groups of three or four people per group.

- You have 15 minutes to come to a consensus on what you think you should ask the doctor before she leaves, in the minute you have of her time.

- Try to come up with 5 questions. Prioritize them in order of most important to least important.

- One group member should be a recorder, another a time keeper.

Maura's Top 5 Questions for the PI (Plus five)

1. What is the RFA #, please?
2. Does the Dept. Director know about this proposal idea? *and/or* Did you get the Project idea/submission approved by the Dept. Head?
3. Who is on the proposal development team?
4. Did anyone notify Grants Administration about this submission yet?
5. Where will this project take place?

# Maura's Top 5 Questions for the PI (Plus five)

6. Do you have sub-contracts for this grant?
7. Will you have letters of support for this proposal?
8. Are you working with someone from BMC Development on this proposal?
9. Has any of the internal paperwork been collected yet? (COI forms, PSF, etc.)
10. Will Human Subjects be involved in this project? (also animals? Select Agents?)

Case Scenario Conclusion

- The Federal grant development process is fierce. Nobody should go it alone!
- Develop or join a team, including the PI, GA-PDS, Development Dept. Grants Officer, Yourself and any other key players and take charge!
- The more organized you are, the smoother the process will go.
- Get all the easy stuff done first and out of the way, such as the Biosketch Forms, COI forms, PSF, etc.
- Know the NIH Rules! Study them well and stay updated.

The Federal Proposal Development Process

Put yourself in the center and control the moving parts!
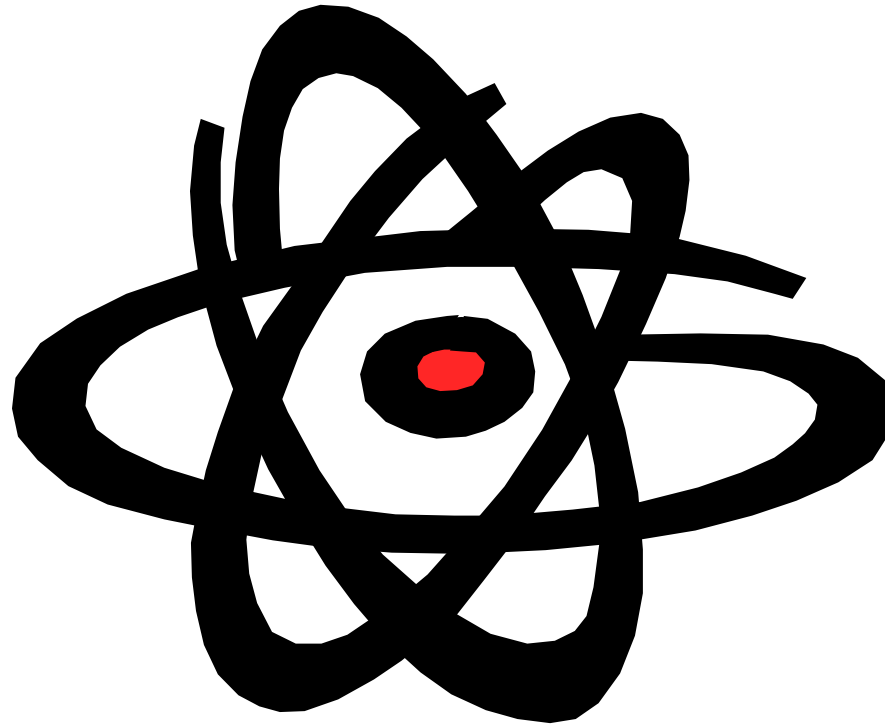
Top 10 List of Things to Do to Manage A Grant Successfully

1. Read the RFA!
2. Send the Link to your Grants Administration Proposal Development Specialist (PDS)
3. Meet with your PI and find out what has been done and what still needs doing
4. Contact the BMC Development Office for help
5. Meet with the proposal development team

Top 10 List of Things to Do to Manage A Grant Successfully

6. Don't try to do everything yourself! Use the resources available to you!

7. Understand the roles of Development and GA and how they differ.

8. Coordinate/Manage the process. Keep in regular contact with everyone involved.

9. Compare the final budget with the final narrative

10. Submit on time= 5 days before NIH deadline.

The BU/BMC Space Matrix

- Determines whether a PI should be submitting grants through BMC or BU

- Is very helpful when things are ambiguous.

- Focus on where the project will be implemented, rather than where the grant is being written.

- All Industry Clinical Trials currently go through BU

When and How to "Just Say No" to a PI

Question: "Can a Grants Administrator really say no to a PI who wants my help, without getting fired?"

Answer: "Maybe."

If:

- The PI has no research background or prior grants with NIH or private donors but suggests you help with his/her R01 submission. (If so, check first to see if the Dept. Head is supporting the project. Then walk the PI through the NIH process. The NIH Career Award Flowchart handout will help.)

How to "Just Say No" to a PI

- If there is no support from the BMC/BU Dept. Head and/or the NIH Program Officer. (In this case, the PI should discuss his/her idea with a mentor and work on the idea until it is innovative enough to bring back to the Program Officer at NIH. Encourage the PI not to give up.)

- The proposal is not ready scientifically. (Suggest the PI work on the research plan more thoroughly and submit it for the next deadline.)

Conclusion

Have you learned:

- How to identify the multiple steps involved in the Federal proposal development process?

- Who should always be included in the proposal development process?

- Know when and how to "Just Say No" to a PI?

- Understand how to organize a proposal for a stress-free, timely submission to Grants Administration?

Thank you for coming!