



# PROPOSAL GUIDE

trick & tips to submit a proposal



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# Guide aim



What is proposal guide ?

- ONE THING WE HAVE TO REMEMBER IS THAT EACH APPLICATION IS **DIFFERENT** AND SHOULD BE APPROACHED INDIVIDUALLY !
- THIS PROPOSAL GUIDE WAS CREATED TO SUPPORT PEOPLE TO BE SUCCESSFUL IN GAINING FUNDS FOR PROJECT ALSO TO FACILITATE THE TURNING WAY TO THE CORRECT SUBMISSION OF THE APPLICATION AND TO ASK ADVICE WHEN SUBMITTING.
- THIS GUIDE FOCUS ON THE DETAILS THAT ARE EXTREMELY IMPORTANT WHEN APPLYING AN APPLICATION, AND ITS SCOPE FOCUS ON THE SMALLEST MINUTIAE THAT MANY PEOPLE FORGET.
- YOU CAN ALSO FIND HERE GENERAL TRICKS&TIPS.

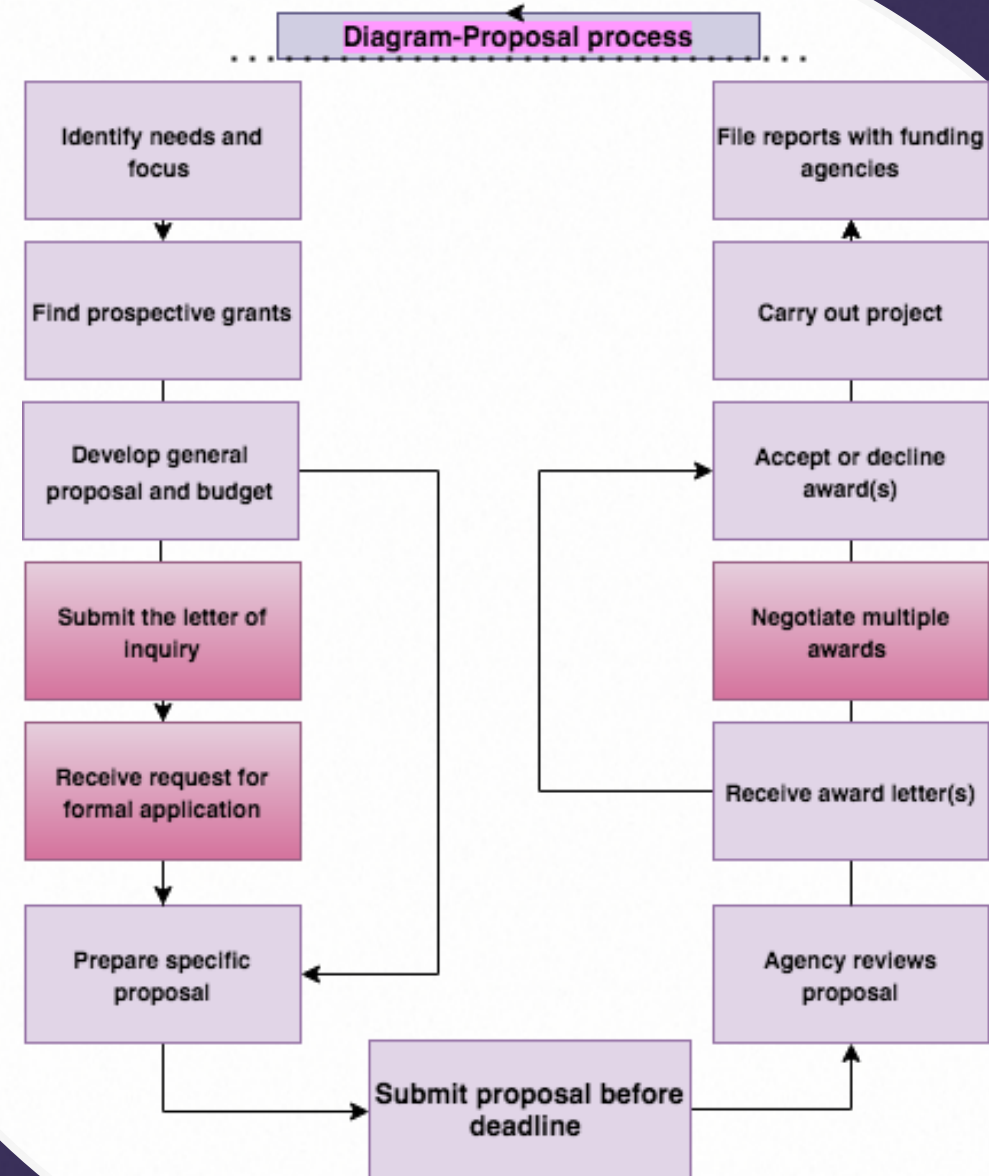
# Calendarium



kwiecień PLAN OF ACTION –CALENDARIZATION 2021					
PONIEDZIAŁEK	WTOREK	ŚRODA	CZWARTEK	PIĄTEK	SOB/NIE
29 marca	30	31	1 kwietnia	2	3/4
5	6	7	8	9	10/11
12	13	14 Study the issue	15	16	17/18
19	20 Presentation template on the classes	21	22	23	24/25
26	27	28 Time to think about final idea	29	30	1/2 maja
3	4	5	6	7	8/9

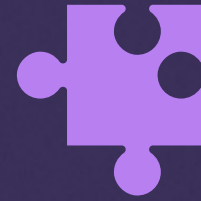
maj PLAN OF ACTION –CALENDARIZATION 2021					
PONIEDZIAŁEK	WTOREK	ŚRODA	CZWARTEK	PIĄTEK	SOB/NIE
26 kwietnia	27	28	29	30	1/2 maja
3 Arranging the date of the meeting	4	5 Meeting with Researchers to ask about details	6	7 Meeting with the RMAs to ask about details	8/9
10	11	12 Create and focus on the tips and tricks from the information already collected	13	14	15/16
17 Create final presentation Make diagram	18	19	20	21	22/23
24	25 Time to present final work I	26	27	28	29/30
31	1 Czerwiec	2	3	4	5/6

# The grant proposal writing process - diagram



*\*pink mean possible addictional steps*

# General tips & tricks



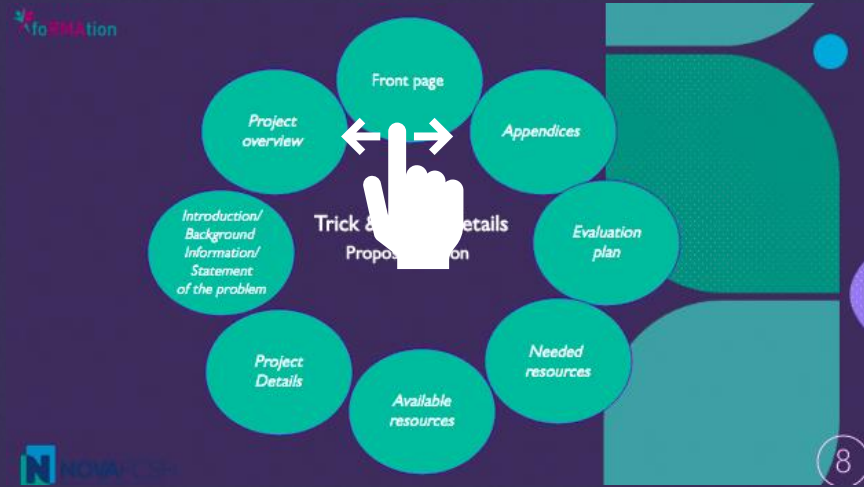
- ✓ Begin early ,minimum 6 months before deadline.
- ✓ Submitt on time - by the call deadline .
- ✓ Before start prepare proposal use dedicated template.
- ✓ Apply early and often by careful to organize consortium.
- ✓ Don't forget to include a cover letter with your application.
- ✓ Answer all questions. (Pre-empt all unstated questions.)
- ✓ Give them what they want. Follow the application guidelines exactly.
- ✓ Be explicit and specific also follow of check list which rewievers have.
- ✓ Be realistic in designing the project becasue the space is limited.
- ✓ Make explicit the connections between your research questions and objectives, your objectives and methods, your methods and results, and your results and dissemination plan.
- ✓ Complete - it must be accompanied by the relevant administrative forms, the proposal description and all documents referred to in the call.
- ✓ Be concise - the maximum number of pages is indicated on the application form.
- ✓ If rejected, revise your proposal and apply again.

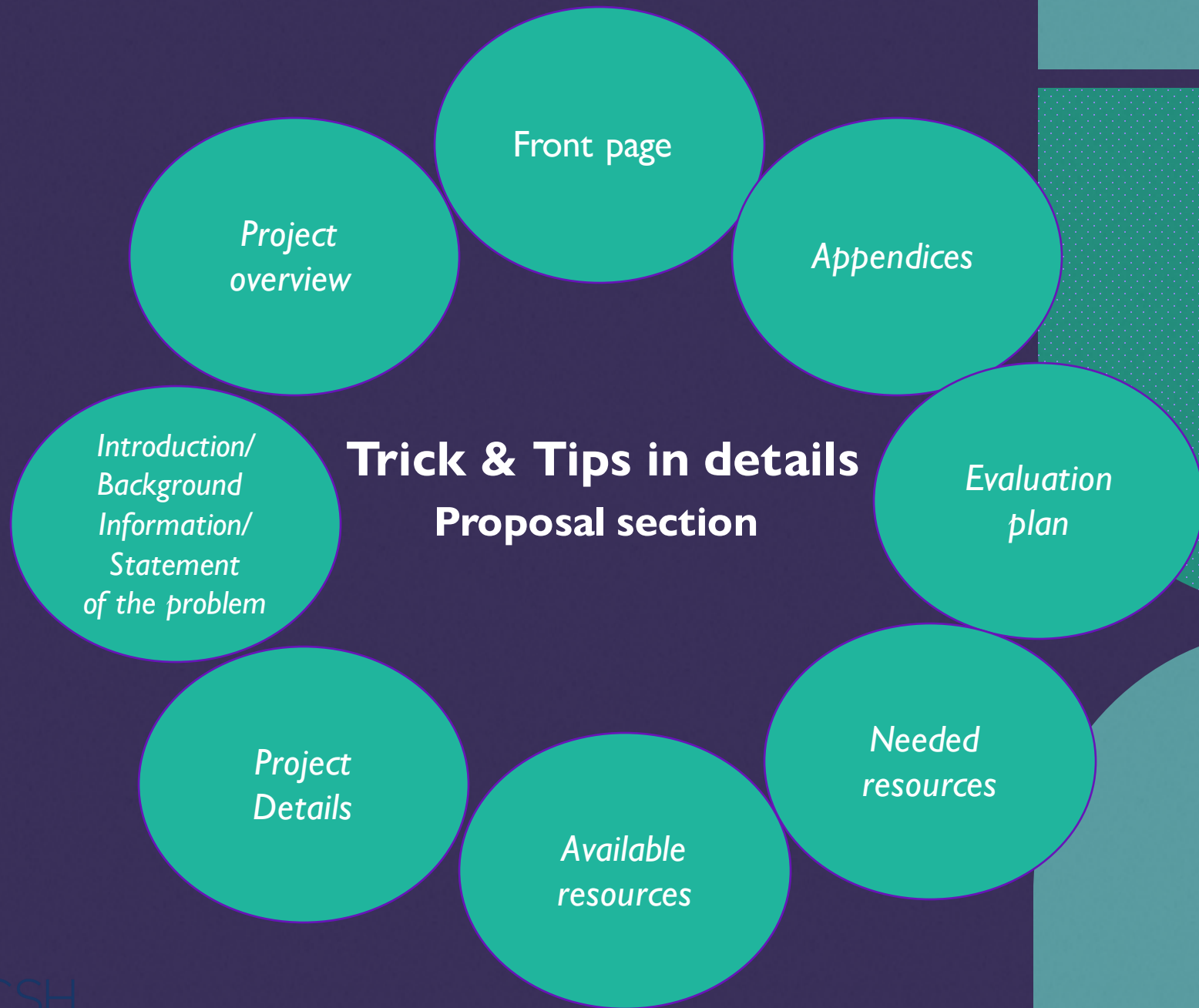


# Instruction of Guide

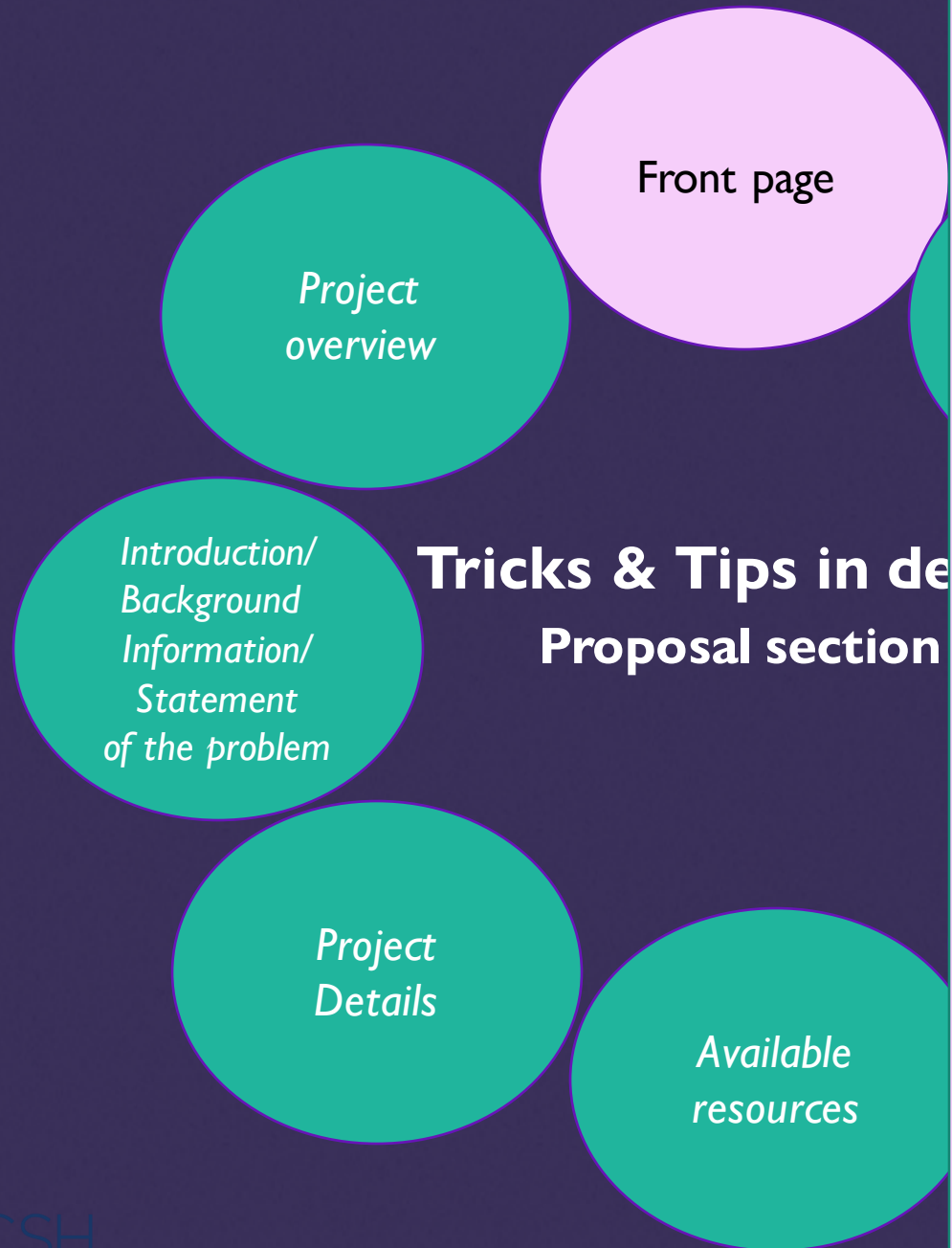


Simply click on the circle in the diagram that interests you

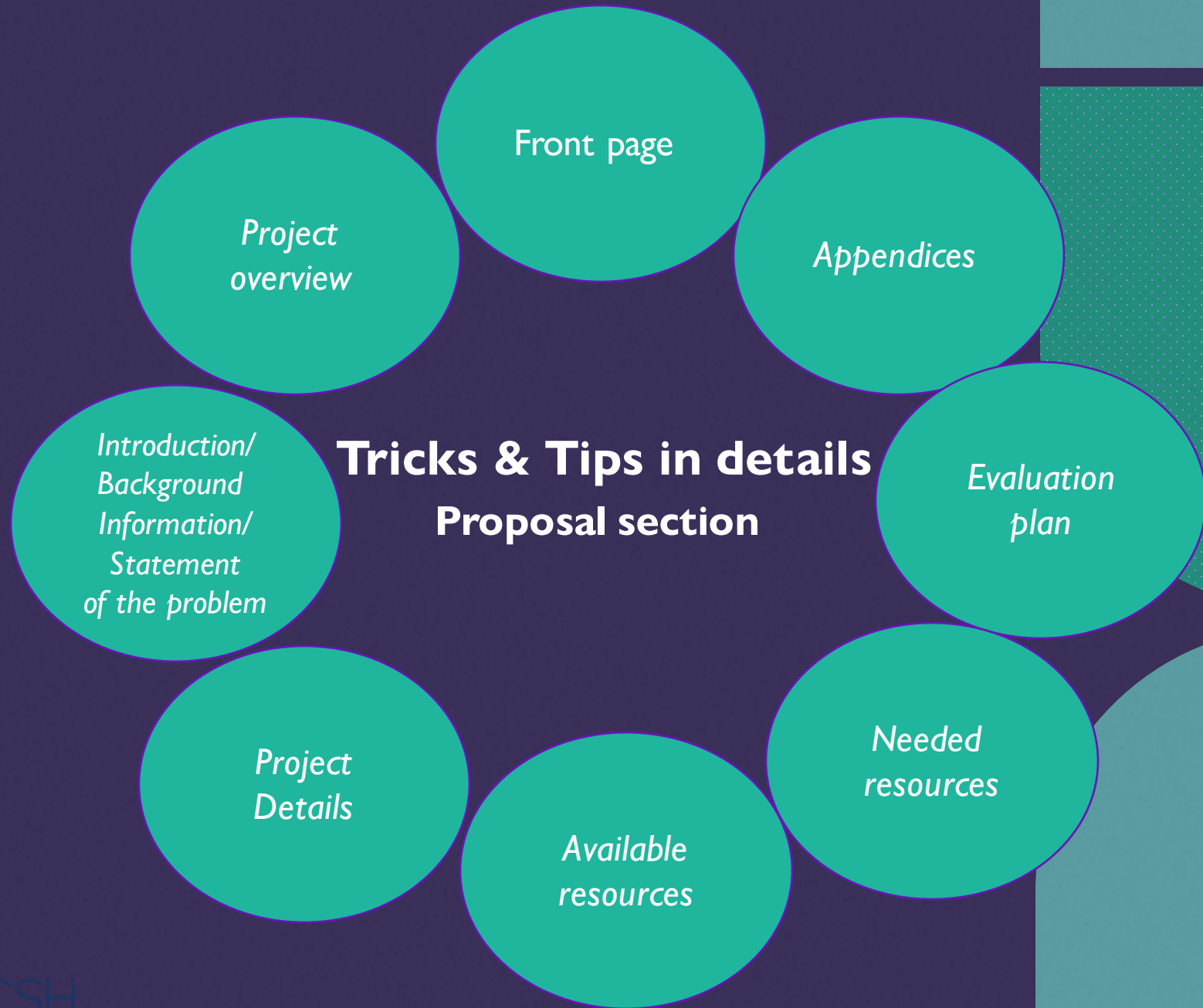








- ✓ Check the specifications for the cover page (they often have a required format).
  - ✓ Note the signature, which should be by key individuals in your organization (department head, supervisor, contract specialist, etc.)
  - ✓ Include the name of the principal investigator(s), the institutional affiliation of the applicants (department and university), the name and address of the granting agency, the dates of the project, the amount of funding requested, and the signatures of the university staff authorizing the request (if necessary).
  - ✓ The title should be clear and unambiguous .
  - ✓ Think of your title as a mini-abstract.
- A good title should briefly introduce the key idea(s) of the project to the reader.
- ✓ The words you use in the title should clearly reflect the purpose of your proposal.
- ✓ The most important words should come first, followed by less important words.
  - ✓ Try to use only one sentence in the title. If a sentence becomes too long, try removing a few words. If all else fails, try using a two-part title with parts separated by a colon (use this only as a last resort!). Don't try to use the title as a summary of your entire proposal.



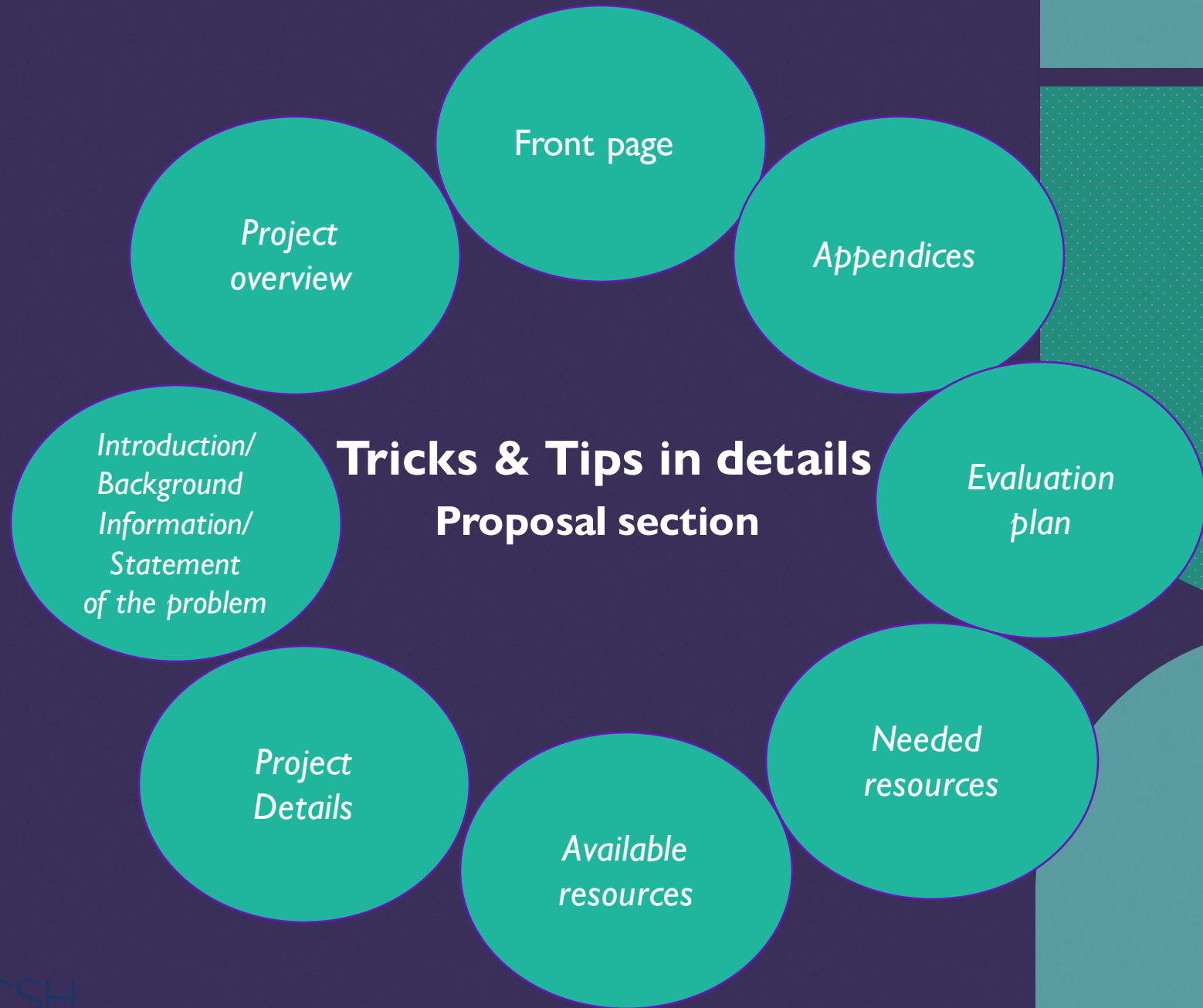
Project  
overview

Introduction/  
Background  
Information/  
Statement  
of the problem

Project  
Details

Tricks  
Pr

- ✓ Be specific and concise. Do not go into detail on aspects of your proposal that are further clarified at a later point in your proposal.
- ✓ Catch the reviewer's attention and first of all, don't say "you're the best".
  - ✓ Show your knowledge of the organization from which you are requesting funds.
  - ✓ The best time to prepare the Project Overview is after you have completed the entire proposal (and you understand all aspects of your proposal very well). Let the Overview be your last piece of writing and then insert it at the beginning of your proposal.
- ✓ Avoid giving to the reviewers the opportunity to say things like:
  - ✓ *Not an original idea*
  - ✓ *Rationale is weak*
  - ✓ *Writing is vague*
  - ✓ *Uncertain outcomes*
- ✓ *Does not have relevant experience*
  - ✓ *Problem is not important*
  - ✓ *Proposal is unfocused*
  - ✓ *Project is too large*



Project  
overview

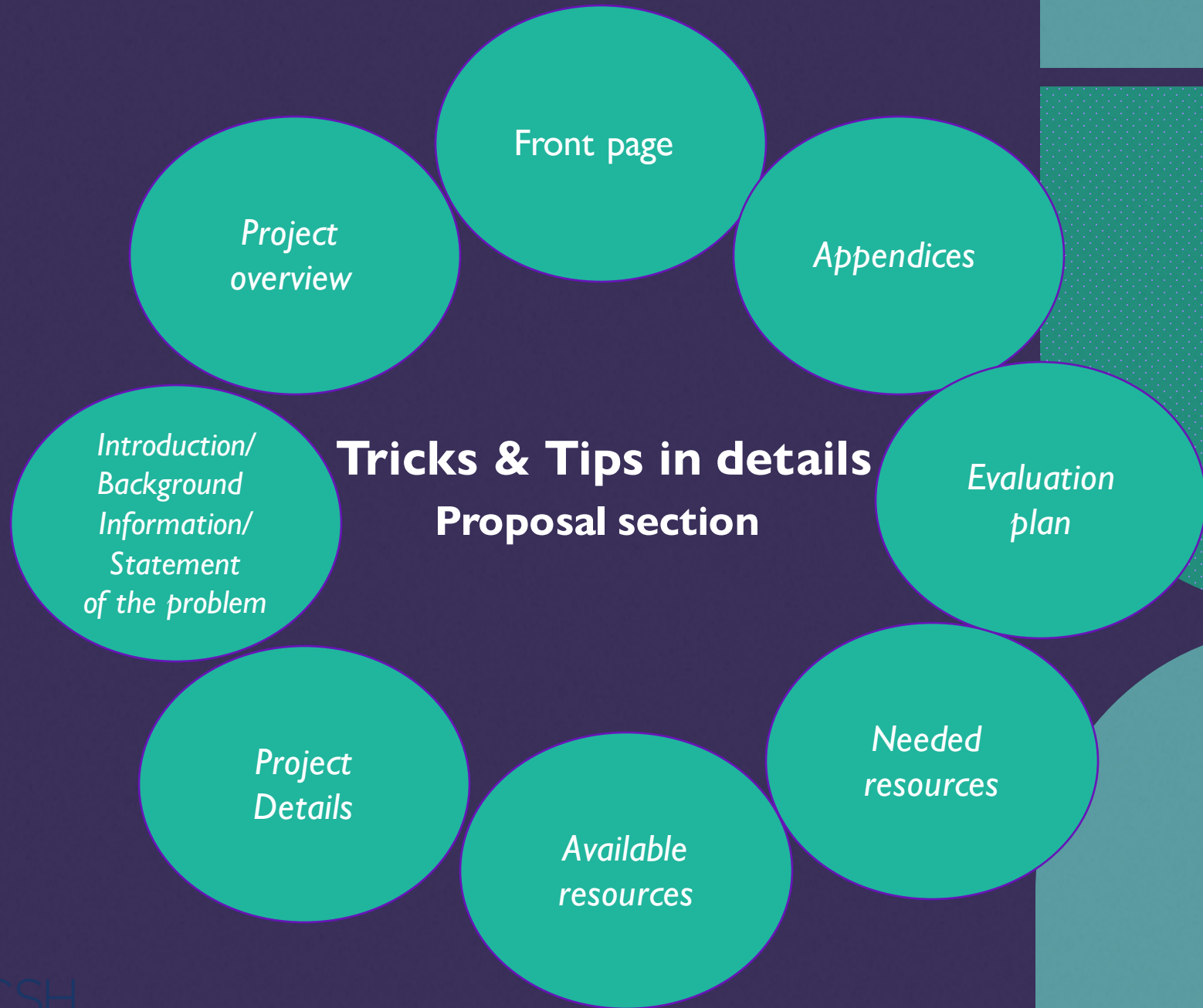
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Project  
Details

- ✓ Try to be careful in your use of language.
- ✓ It can very helpful to have a friend, outside of your area of focus/expertise, read your proposal to make sure that the language is readable and minimizes the use of:
  - jargon
  - trendy or "in" words
  - abbreviations
  - colloquial expressions
  - redundant phrases
  - confusing language
- ✓ Position your project in relation to other efforts and show how your project:
  - will extend the work that has been previously done,
  - will avoid the mistakes and/or errors that have been previously made,
  - will serve to develop stronger collaboration between existing initiatives, or
  - is unique since it does not follow the same path as previously followed,
  - ✓ An excellent small step that can occur prior to requesting funding is a need assessment that you conduct (survey, interviews, focus groups, etc.).

Write up your need assessment as a short Report, cite the Report in your proposal, and include a copy with the proposal
- ✓ List only the principle goal(s) or objective(s) of your research and save sub-objectives for the project narrative.





Project  
overview

Introduction/  
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Details

## Tricks & Prop

## Goals & Objectives

- ✓ Objectiv should be at 2 pages.
- ✓ Try and differentiate between your goals and your objectives - and include both.
- ✓ Try to insure that there is considerable overlap between the goals and objectives for your proposal and the goals and objectives of the funding organization. If there is not a strong overlap of goals and objectives then it might be best to identify a different funding organization.
- ✓ Present measurable objectives for your project. If you are dealing with "things" it is easier for them to be measured than if you are dealing with abstract ideas. Your proposal is easier for a prospective funding organization to understand (and the outcomes are much more clear) if you describe your objectives in measurable ways.

*Project  
overview*

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**Tricks &  
Prop**

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Details*

## Clientele

- ✓ Can you show that you have the support of the clientele group to move ahead with the project?
- ✓ In what ways have members of the clientele group been involved in the preparation of the proposal?
  - ✓ What other agencies are involved with this clientele group (and have these other agencies been included in your proposed project)?
- ✓ Be sure to clarify why it is important for the funding organization to be concerned about your clientele. Your proposal should clearly indicate how assisting your clientele is in the best interests of the funding organization.

*Project  
overview*

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## Methods

- ✓ Be explicit in your writing and state exactly how the methods you have chosen will fulfill your project's objectives and help deal with the needs/problems on which your proposal is focused.
- ✓ Make sure you clearly present the innovative aspects of your idea.
- ✓ Are the specific methods you are proposing for your project very important to your unique clientele? Make sure you clarify this for the funding organization.
- ✓ Do not forget to include the collaborative relationships your project will be developing with other cooperating groups.
- ✓ Your Methods section should clearly indicate how the methods that will be used will allow the outcomes of your project to have value for others beyond your project.

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overview*

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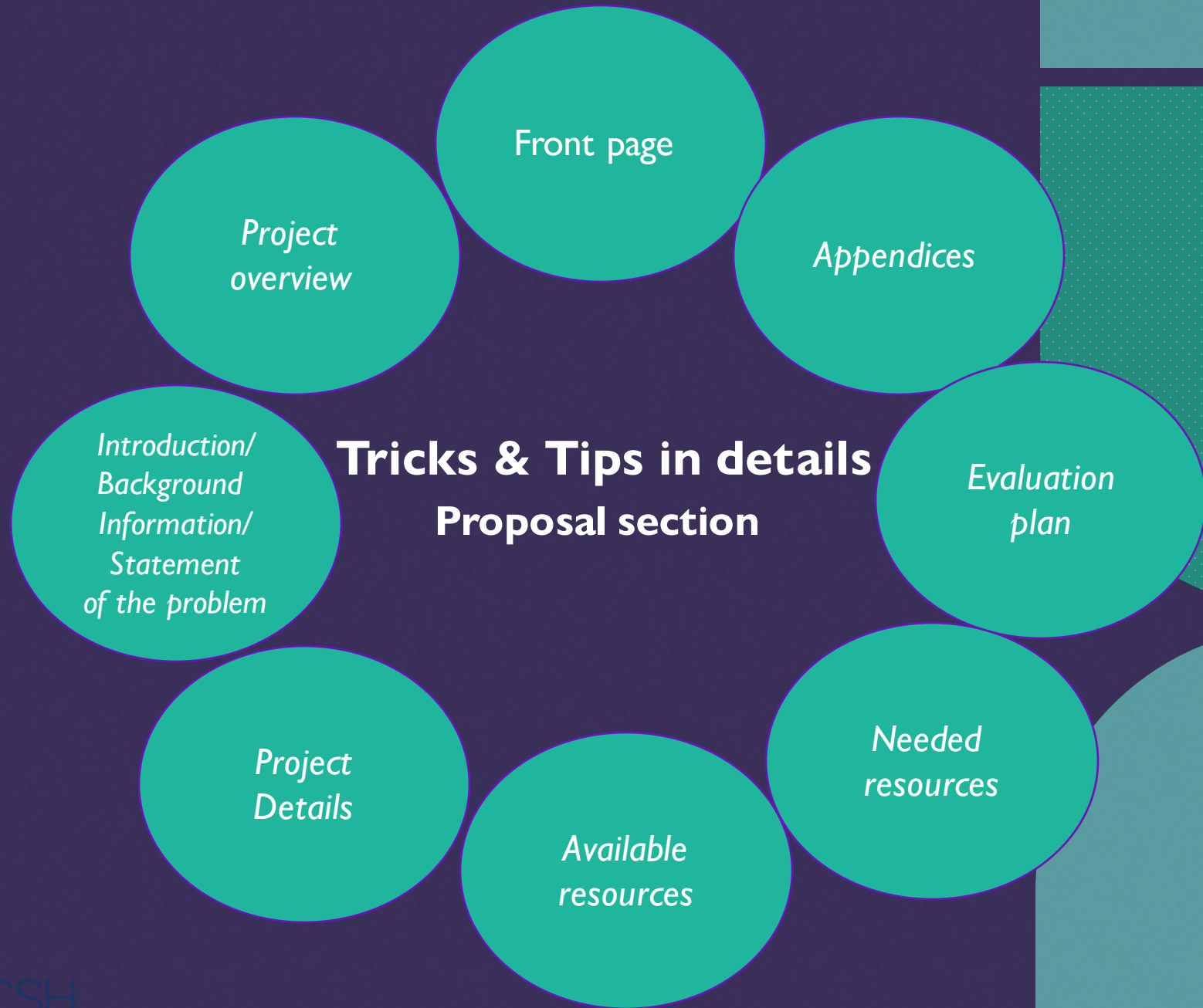
## Tricks & Project

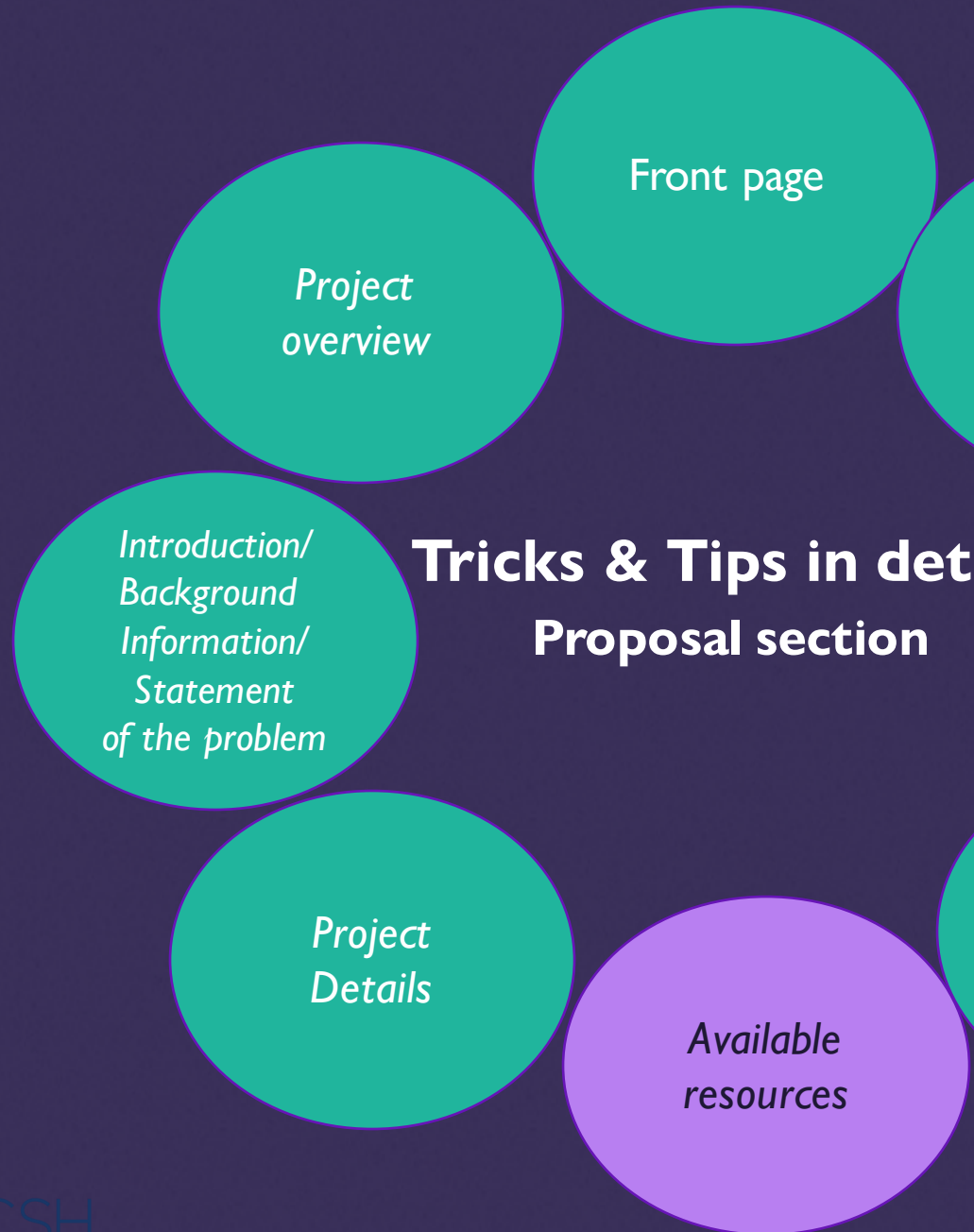
### Staff/Administration

- ✓ Use this section to describe the roles of the different people associated with your project and the importance of each.
- ✓ Make sure to clarify how each of the roles are essential to the success of the project and each role clearly relates to operationalizing the methods you have described.
  - ✓ To start, make sure you include name, title, experience, and qualifications. Include other information if you feel it's important to the success of your project.
- ✓ The descriptions of your personnel should let the funding agency know that you have excellent people who are committed to the project.
  - ✓ Working together as a part of a team is something that funding agencies often like to see .

### Literature rewiev

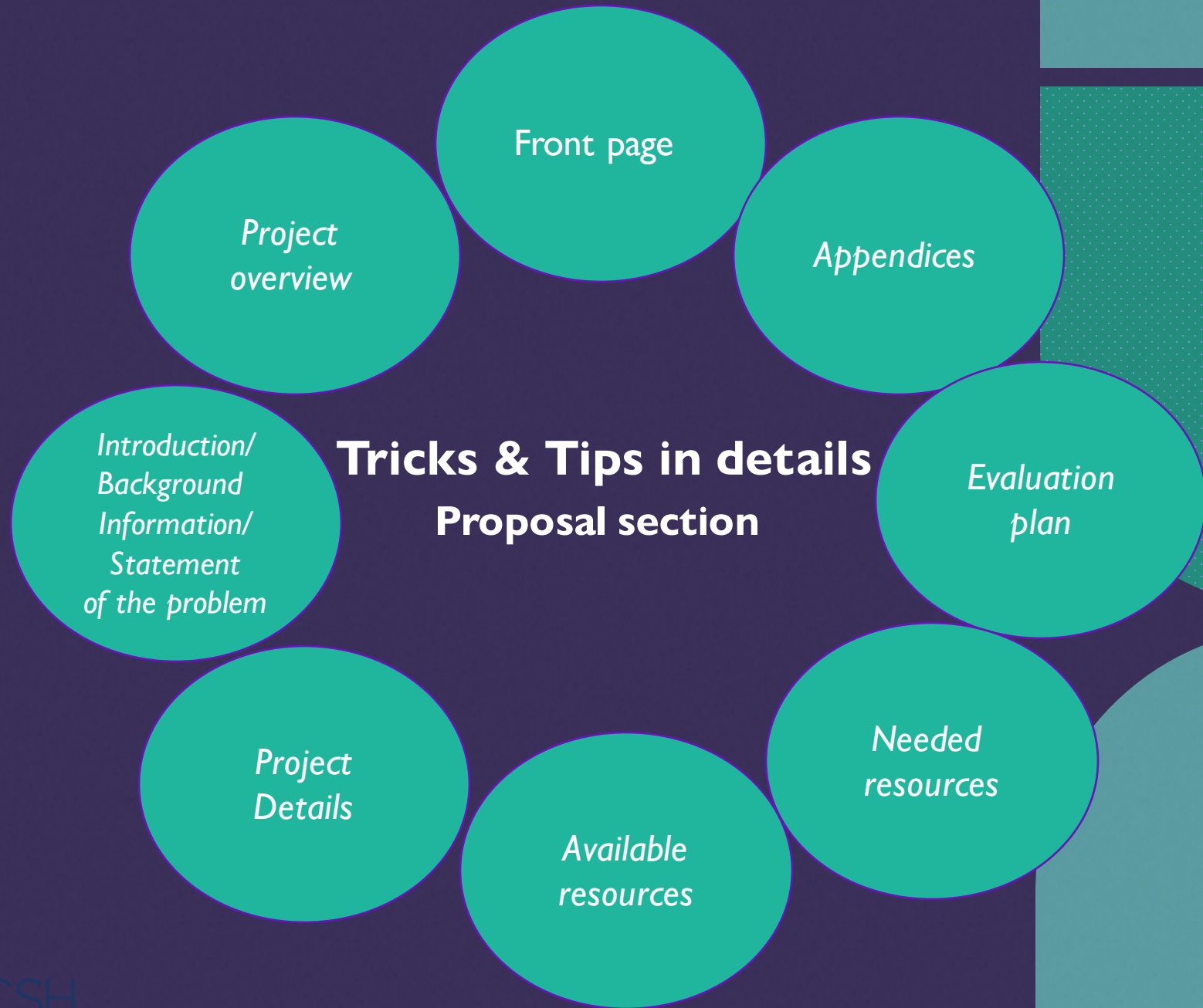
- ✓ Literature reviews should be selective and critical, not exhaustive.





- ✓ Collaborative efforts (an important project resource) are usually considered very favorably.
  - ✓ It is very impressive to a prospective funding agency if local resources have already been contacted and plans to include them in the project have already been made.
- ✓ Letters from local resources supporting the project (included in the Appendices) are an excellent addition to the proposal.





## Personnel

- ✓ Refer back to your Staff/Administration section and identify those people who will actually be paid from the grant - these are the ones to be identified in this section
  - ✓ Include short descriptions of each of the people who will be involved in your project and supported by the funding. The descriptions should clarify in the mind of the potential funding agency that these people are ideally suited to conduct the project.

## Facilities

- ✓ Consider describing existing facilities that will be used for the project as *in-kind contributions* to the project

## Equipment/Supplies/Communication

- ✓ Consider including in your proposal additional funds for hosting some form of workshop or institute where you can bring together other professionals who are interested in conducting a similar type of project in their area. This would be a good way to publicly recognize your funding organization.  
Invite someone from the funding organization to attend the workshop so they can hear what others think about the investment they have made.

Appendices

Details

Evaluation  
plan

Needed  
resources

## Budget

- ✓ Make your budget truthful.
- ✓ Include budget patent.
- ✓ Budget should be balanced and create with realistic things.
- ✓ Remember that budget are link with the project.
- ✓ Do not create huge budget becasue huge budget=big proposal.
- ✓ Furthermore, make sure you factor in the estimated taxes applicable for your case.
- ✓ Check with the agency to see if they have suggested/required budget categories that they want you to use.
- ✓ Suggested/required budget categories, organize your budget around a set of meaningful categories :

Personnel (salary and benefits)

Consultants (salary)

Instruction

Equipment

Supplies

Communication (telephone/postage)

Materials preparation

Travel also public transport

Rental of facilities

Evaluation

Other expenses

Indirect costs (costs that your organization requires that you include)

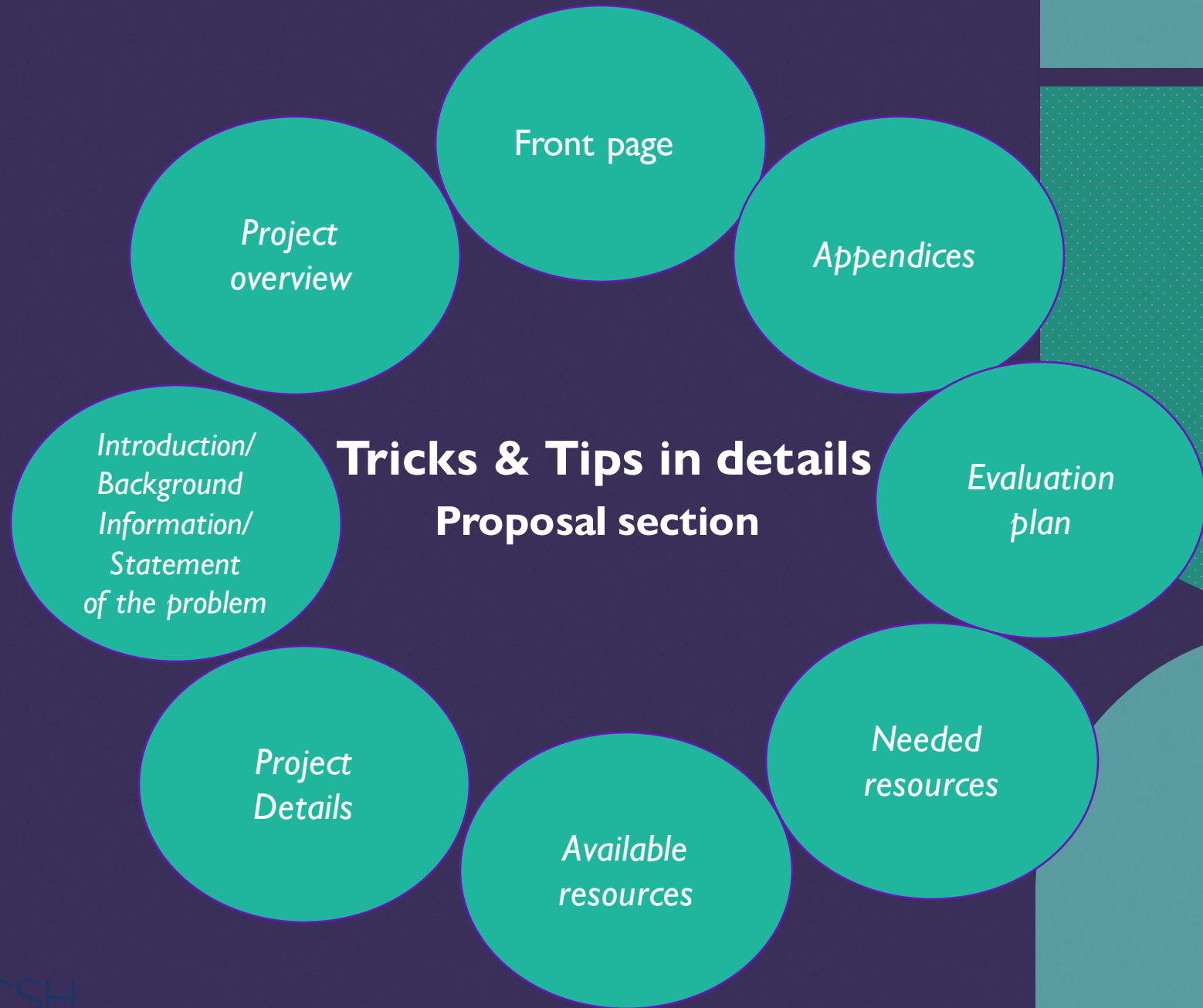
Conferences

*Appendices*

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plan*

*Needed  
resources*



✓ Make direct reference to your objectives in your evaluation plan. This creates a strong sense of integration/consistency within your proposal.

✓ Your evaluation plan does not have to be elaborate but it is important to indicate to the prospective funding agency that you have not forgotten this.

✓ Try creating two separate evaluation plans - one for formative evaluation and the other for summative evaluation.

✓ Plan should include some sense of concern for what goes on following the conclusion of the funding period.

✓ Examples questions :

*Have there been new things that will continue in the future?*

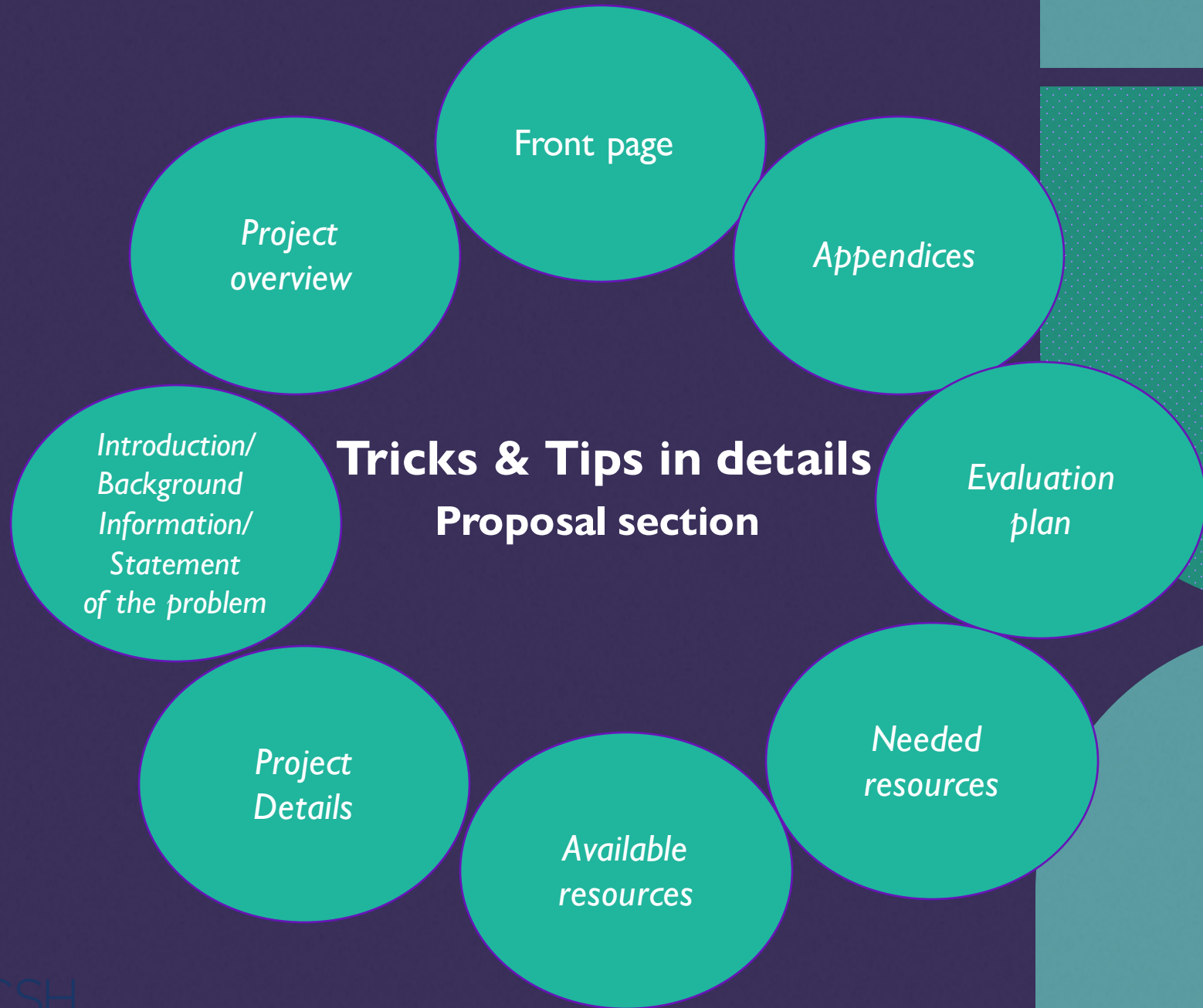
*How will the initiatives that have been started under the project be sustained?*

*How will the other cooperating agencies help to continue the project beyond the end of the funding period?*

pendices

Evaluation  
plan

Needed  
resources





Possible section which one can be include

- ✓ Dissemination Plan- this may include newsletters, workshops, radio broadcasts, presentations, printed handouts, slide shows, training programs, etc.
- ✓ Time Line - Try creating the time line as a graphic representation (not too many words).
- ✓ Letters of support - Funding agencies would like to know that others feel strongly enough about your project that they are willing to write a letter in support of the project.
- ✓ Cooperating Agency Descriptions - If you have referenced in your proposal different cooperating agencies that you will be working with, it is a good idea to provide a more detailed description of each of these agencies in the Appendices.

*Appendices*

**details**

*Evaluation  
plan*

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resources*

