



## Office of Large Grant Development

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Purpose – The Large Grants Office at CAHNRS supports investigators in proposal preparation with an emphasis on securing \$1M<sup>+</sup> funds from federal agencies. *Smaller grants from federal and non-federal sources may be taken on depending on work load.*

Available Support – Services are available for early career- and established faculty as well as English language learners (*internal submissions for university-backed funding or limited submissions are not supported by the Office*). Our level of involvement may be tailored to meet the needs of the investigator. All aspects of proposal management are included:

### 1. Framing

Analysis and Planning – analyze the RFP, finalize key participants and collaborators, identify core team

Problem Development – define vision and goals, develop proposal outline, estimate budget, identify resources for complex administrative issues (e.g. IP), assess needs, refine outline with project team, identify and draft potential figures

Program Officer/Whitepaper Input – solicit feedback, refine outline/themes with team

### 2. Collaboration

Partnerships – potential recruitment of industry partners, obtain letters of support

Management/Personnel – identify management structure, collect and edit biosketches, secure internal/external commitment letters

Budget – determine agency budgetary restrictions, draft budget appropriate to project objectives, assist in finding cost-share/matching internally and externally as needed, work with subcontracting and external partners on budgetary needs, produce final certified budget at submission

Proposal Writing – assign writing sections, compile draft 1, writing team edit, core team review

### 3. Refinement

Proposal Writing – address core team comments, editing iterations 2 and 3

### 4. Document Collation and Submission

Collect all relevant documentation for compilation into agency-specific boilerplate (e.g. SF 424).

Final review (college level) for proposal

Submission to OGRD for review (university level) and upload

### 5. Follow-up with Agency

Help field requests for further information (e.g. Just-in-Time) regarding budget allocations, institutional commitment, scope-of-work, etc.

For help on your next proposal please contact: Susan Cao ([bentjen@wsu.edu](mailto:bentjen@wsu.edu)) or Mark Hubbard, Ph.D. ([mark.hubbard@wsu.edu](mailto:mark.hubbard@wsu.edu))

# Proposal Checklist

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## 1. The RFA

- What is the agency and control number?
- What is the due date to the agency (back calculate for internal review)?
- Is this a re-submission or *de novo*?
- What are the budgetary- and time limits (\$ vs. time)?
- Have you received critiques on the whitepaper (*de novo*) or for past submissions?
- Do you have the ability to address their concerns?
- Are there any special considerations (cash-only cost share, limited submission, permission from university administration, etc.)?

## 2. The PI

- Are the goals of this grant aligned with your current research activity or are you entering a new field?
- Is this a self-initiated proposal or are you leading it at the university administration's request?
- Are there significant competing commitments during the proposal preparation timeframe (planned trips, teaching, other obligations, etc.)?

## 3. The Team

- Who are your collaborators (at WSU and other institutions)?
- Have you worked with them before?
- Is there a good working relationship between PI/Co-PI's?
- Who would you consider your 'core group' (for larger proposals)?
- Are there Co-PI's whose opinion you especially value (long-time collaborators, established experts, etc.)?
- Are there competing commitments for key members of the team during the preparation period – specifically, ones that are responsible for generating content and securing resources?

## 4. The Timeline

- Three potential meetings (framing/collaboration/refinement)

## 5. Proposal Planning

- What level of help is needed (overall project management, compiling/overhaul, general editing, tables/figures, budget preparation, etc.)?
- What potential problems/pitfalls do you see in developing this proposal from an administrative standpoint (not scientific)?
- Establish a realistic timeline with 3 major activities:
  - Pre-Writing (Lock-in the scope-of-work; Identify a complete team)
  - Writing (Framing, Collaboration, Refinement)
  - Finalization (Review by college and OGRD; Submit to the agency)