

PRE-PROPOSAL PREPARATION

Preparatory Steps for increasing chances for success and choosing the right funding scheme

Increasing your Chances for Success

“THERE IS NO SINGLE WINNING FORMULA FOR THE WRITING OF A SUCCESSFUL PROPOSAL”

1. Before Writing



- A Clear Idea of the goals and objectives of the project.
- Keep your focus on the goals and objectives = Tasks
- Consider the Resources

1. Before Writing (cont.)



- Show Significance - What is the significant improvement that your project will bring?
- Introduce New Methods – Project should be innovative

2. Gathering Background Information



- Show that preparation has already been done.

- A. Preliminary Research Work

- B. Look into awarded projects that are similar to yours.

- C. Current Literature

3. Read Program Announcement of Funding Agencies



A. The Perfect FIT - Identify the funding program/agency that best fits what you want to accomplish.

- Match the goals of the foundation with the results of your project.

B. Read the Review Criteria

4. Think about the Target Audience



- Identify the **Target Audience** that will benefit from the project
- The project design should be developed in a way that will assist the chosen target group in addressing its problems.

5. Building Coalitions



- Involving other organizations in your proposal either as partners in the project or as test sites.
- Build consensus on your project idea within your department and institution.
- Endorsement Letter (s).

6. Timing and Organization



- **ASK** - If you have doubts or questions, contact the relevant granting agency person, who expect to be asked and they really want to help.
- **Organize the working team** and distribute the duties in time to have the proposal ready for submission.
- **Schedule** proposal writing and information gathering activities.

6. Timing and Organization

(cont.)



- Several Drafts of the Proposal is OK
- Consider having one person write the final proposal to insure consistency.
- Allow enough time for proposal revision

In Conclusion



- The proposal should be written so that if funded it can serve as blue print for executing the plan.

In this context, you should:

- Have clear and focused **goals and objectives**
- Have a clear, concise and **testable hypothesis**
- Know what **are the questions/issues** to be addressed
- Have a **design and specific experiments** that will directly test your hypothesis.

Search and Choose the Right Funding Scheme



- Many available funding programs and schemes.
- Each program or scheme has its own characteristics, eligibility criteria, paperwork, funding areas and funding levels.
- Proposals are often unsuccessful because they have been submitted to the wrong program –
READ, READ, READ

Choose the Right Funding Scheme



- Read the Annual Report

Two sections

- Statement of the President/ Chairman
- List of Grants Awarded by Agency

Things to Check For



- **MATCHING OBJECTIVES**

- **ELIGIBILITY**

- **BUDGET**

- **DEADLINE - WILL YOU SUCCEED?**

Weigh your chances of success, time is important..

Questions to ask before choosing the Funding Agency



To summarize do not forget to ask yourself the following questions

- 1. Do you have similar objectives?**
- 2. Do you and your proposed project meet the eligibility criteria?**
- 3. Will you have sufficient funds and for how long?**

Questions to ask before choosing the funding agency (cont.)



- 4. What is the likelihood of success, and is it worth the effort of writing a proposal?**
- 5. Will you have the freedom to publish or will there be confidentiality restrictions?**
- 6. Who will have ownership of the results?**

Questions to ask before choosing the funding agency (cont.)



7. How far are you willing to tailor your research to a sponsor's requirements?
8. Are the sponsor's interests likely to conflict with any other work? that you or your colleagues are undertaking?

How Can OGC Help?



- **Interprets sponsor's application guidelines & procedures**
- **Contacts Funding Agency**
- **Checks on AUB's eligibility**
- **Informs you of internal review procedures – Proposal Transmittal and Approval Form**

How Can OGC Help? (cont.)



- ❑ Alerts you for **Special Reviews Needed** (use of human or animal subjects)
- ❑ Checks on any budget limitation or requirements
- ❑ Institutional Documents
- ❑ Letters of Support
- ❑ Provides Institutional Final Approval/Signatures