

TAKING YOUR PROPOSAL FROM FUNDABLE TO FUNDED



VANCOUVER ISLAND
UNIVERSITY



SCHOLARSHIP, RESEARCH AND
CREATIVE ACTIVITY

*April 25, 2018
Nanaimo Campus*

SESSION OUTLINE

- Introductions
- Best Practices
- Top Ten List for Success



INTRODUCTIONS

SRCA Staff:

- Roisin Mulligan, Grants Facilitator (Sciences & Health)
- Bettina Ruhstein, Grants/Contracts Facilitator

THE TOP PROPOSAL WEAKNESSES IDENTIFIED BY CFI

These were the top weaknesses identified by expert committee reports (2017 CFI Innovation Fund competition):

- Not enough detail on the proposed activity and/or methodology
- Budget not well justified and/or not linked to the research
- Lack of focus, project too broad or ambitious
- Missing team expertise/no demonstrated history of collaboration
- Not innovative
- Not enough in-kind or cash support

BEST PRACTICES – BEFORE DRAFTING A PROPOSAL

- Build your CV
- Build your team
- Do a literature review/pilot study – this could be funded by the VIURAC Research Fund

BEST PRACTICES – CV

- Keep it up to date
- Start with internal funding to build your track record
- Search for suitable opportunities to add
- Peer reviewed publications required by Tri-council
- Other publications

BEST PRACTICES – FINDING THE RIGHT OPPORTUNITY

- Am I eligible?
- Does my project fit the funding criteria or priority area(s)?
- Do I have the time to commit? Is the project doable within the proposed timeline and resources?

BEST PRACTICES – LETTERS OF SUPPORT

- Not always accepted
- Ask well in advance
- Give them a deadline
- Write it for the person if necessary
- Should give details on support

BEST PRACTICES – PROVIDE A TIMELINE

Phase	Task	Timeline	Responsibility	Deliverable/Output
PROJECT SET UP	Team meeting	Aug 2017	LW, MS, GK	Meeting to go over roles, expectations, timeline etc.
	Conduct literature review	Aug- Oct 2017	LW	Literature review
	Hiring	Sept 2017	LW	graduate student hired (Sept-Apr)
PROJECT DEVELOPMENT	Community consultation	Aug –Oct 2017	MS, GK	Meet with community to introduce project and recruit participants
	Develop questionnaire	Sept- Oct 2017	GS	20 question interview questionnaire
	Community Workshop	Nov-Dec 2017	GS	Plan, schedule, and book Community Workshop
PROJECT IMPLEMENTATION	Interviews	Jan – Mar 2018	LW, MS, GS	Interview 40 research subjects
	Data Analysis using SPSS	Apr 2018	GS	All data analyzed and figures made of results
PROJECT WRAP UP (Knowledge Mobilization!)	Community Workshop	June 2018	all	Bring together research participants, community, knowledge users, other researchers to share outcomes
	Journal Article	Nov 2018	LW, GK, MS	Submit article to peer reviewed journal
	Final report	November 2018	LW	Complete and submit Outcomes Report to SRCA

BEST PRACTICES – BREAK UP THE TEXT

- Make your pages visually attractive
- Add graphics, charts, tables, photos as permitted

BEST PRACTICES – METHODOLOGY

- **Make sure methods tie into objectives**
- Sample size, number of repetitions
- Rationalize methodology
- Data analysis- how?
- Who is responsible for what?
 make it clear
- Address ethics, if necessary
- New: address data management

BEST PRACTICES – CASH CONTRIBUTIONS

Show institutional and/or partner organization support of the proposal

Examples of possible cash contributions:

- Release Time and Sabbaticals
- GRF funds used to hire an editor
- Research assistants not paid from grant funds i.e. MBA interns, GIS student interns
- Work-op students:
 - current rate \$890 (70 hours per semester); add 2% inflation per year
 - Add in department top-ups or, where needed, ask for a top-up in your proposal

BEST PRACTICES –IN-KIND CONTRIBUTIONS

An in-kind contribution is a non-monetary resource provided to a project that can be valued, for example:

- donation of new or used equipment
- discount from a vendor on a piece of equipment or service
- donation of time (salary), space (office, lab, meeting room), resources (telephone, photocopy, mailing)

BEST PRACTICES – BUDGET & BUDGET JUSTIFICATION

- Budget details reveal a lot
- Items must be well justified
- All costs in your budget should be:
 - Allowable under the funding agency's guidelines
 - Necessary for the project's success
 - Reasonable (indicate source of quotes, do not inflate or underfund)
- Provide detail (i.e. number of hours worked x hourly rate)

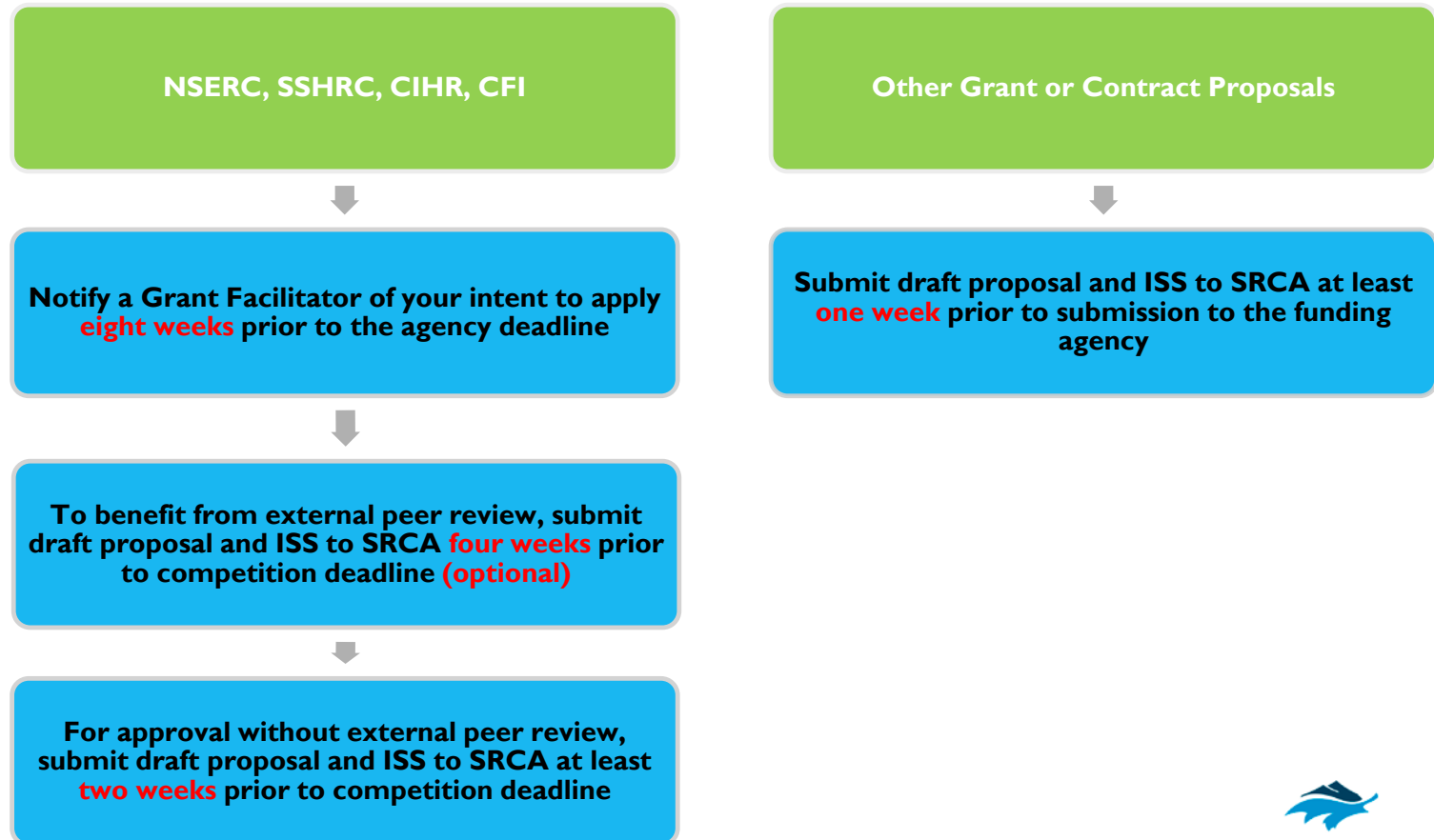
BEST PRACTICES – KNOWLEDGE MOBILIZATION

- Identify major stakeholders
- Appropriate dissemination strategies- may be different for academic vs. community audiences
- Publications
- Workshops
- Conferences
- Open access – build fees into your grant request

BEST PRACTICES – PEER REVIEW

- Make use of peer review – at many institutions, this is a mandatory process for large applications

INSTITUTIONAL APPROVAL AND SUBMISSION PROCESS



INSTITUTIONAL SIGNATURE SHEET (ISS)

- <https://www.viu.ca/>
- record of commitments to project
- flags projects that require certifications or approvals (ethics, animal care)
- indirect cost recovery

Dean must sign to approve:

- the activity of the researcher
- the use of facilities, resources and other personnel
- any cash or in-kind commitment from the Faculty

TOP TEN TIPS

10. Pay attention to the scoring criteria
9. Who is your audience? Write it for them
8. Ask for supporting documentation ASAP
7. Stick to page limits, font requirements
6. Avoid jargon and spell out acronyms

TOP TEN TIPS

5. NO spelling or grammar errors!
4. Read and follow instructions carefully
3. Use the headings/sections in the call for proposals and present material **IN ORDER**
2. Peer review is crucial

TOP TEN TIPS

**I. START EARLY, IT'S GOING TO TAKE much,
much LONGER THAN YOU THINK!!**

QUESTIONS?

