



Johnson C. Smith University

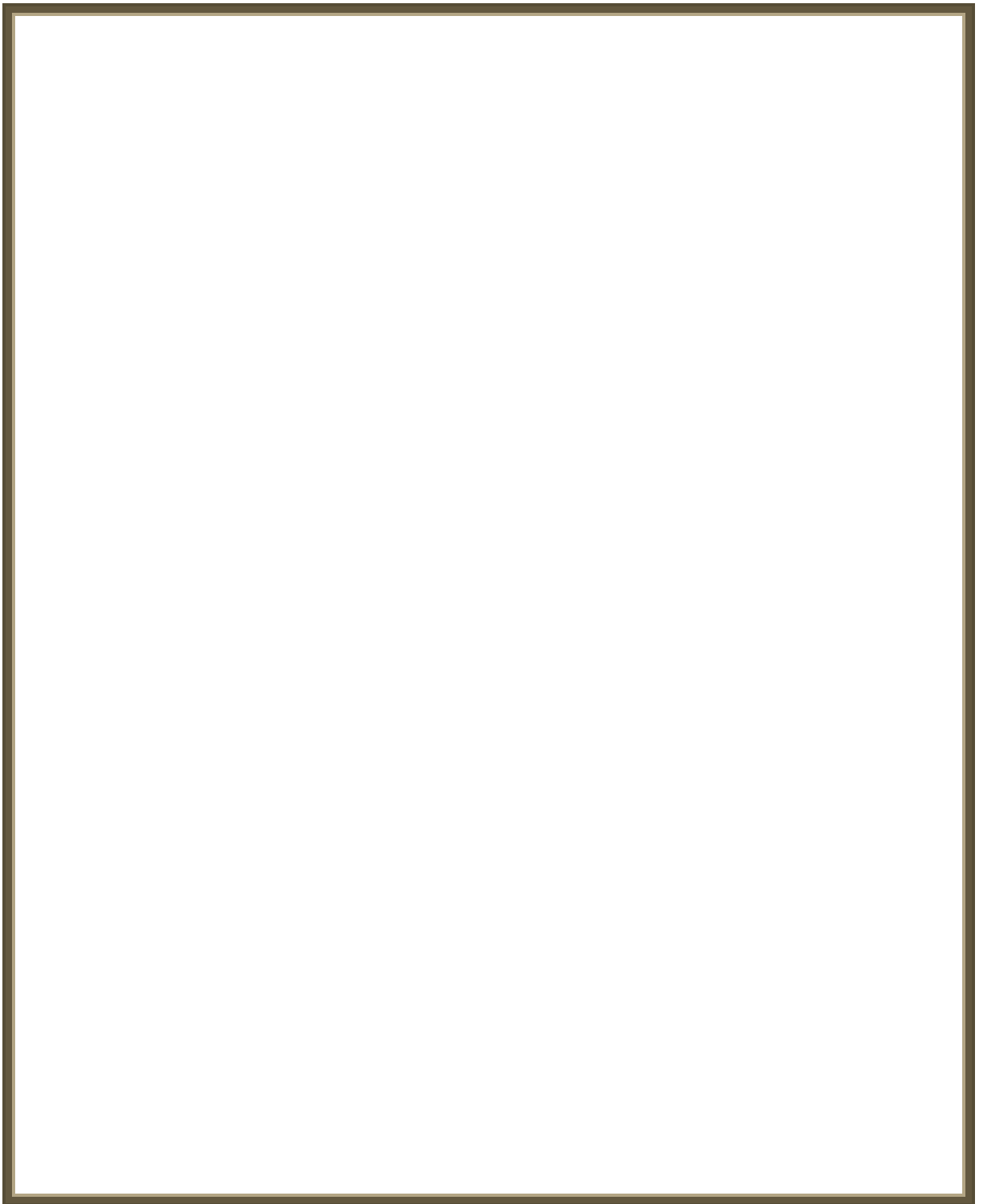
# 2020 - 2021 VIRTUAL GRANT DEVELOPMENT INSTITUTE GUIDE



*The New Science Center*



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# VIRTUAL GRANT DEVELOPMENT INSTITUTE GUIDE

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## OVERVIEW

The goal of the Grant Development Institute (GDI) is to assist Activity IV (Building Research, Innovation, Collaboration and Knowledge) of the University's Title III program to augment the fiscal health of the institution by acquiring extramural funds to advance research development and strengthen institutional capacity that will affect the growth of student retention and graduation.

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## OBJECTIVE

- To improve the quality of grant proposals;
  - To increase the number of grant awards and the amount of funding from federal, state and local government agencies;
  - To improve the University's research infrastructure;
  - To develop an enriched research environment on campus.
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## ELIGIBILITES OF PARTICIPANTS AND RESTRICTIONS

### FACULTY

The faculty members who are employed full-time by the University.

### PROFESSIONAL STAFF

The professional staff members who are employed full-time by the University.

### NOTE:

- Faculty or professional staff members who are serving as a mentor on grant proposal writing by participating in the OSP office's mentor-mentee program are NOT eligible for participating in the GDI.
- Those who have participated in the GDI for two years and have submitted at least one grant application to government agencies are NOT eligible for participating in the GDI.

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## SELECTION CRITERIA

**A. Funding Resource:**

Having an identified funding resource/opportunity to pursue and a feasible grant idea clearly presented on the application forms.

**B. Commitment:**

Committed to serving as the principal investigator (PI), project director (PD), or Co-PI/PD who will lead the proposal development and grant application submission.

**C. Priorities:**

- a. Priority I: the faculty and professional staff members who have never received a government grant award and who have not participated in the GDI in the previous year.
- b. Priority II: the faculty and professional staff members who will resubmit their grant applications.

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## OTHER INFORMATION

**A. Institute Length:** one calendar year (10/20/2020 - 09/30/2021)

**B. Targeted Number of Grant Development Teams\*:** 10

**C. Stipend:**

- a. Maximum \$1,500/team (Note: If more than two people attend the GDI, stipends will be distributed according to the time and effort spent on the development of the grant application. A time and effort form will be provided to each team right after the grant application is submitted. The team receives stipends contingent upon its evaluation ranking (see below)).
- b. **Stipends will NOT be distributed to the participant team UNTIL the grant application submission is completed.** The distribution process may take two to three months after the qualified team members submit all required paperwork (Notice of Intent to Submit Form, Proposal Clearance Form, Financial Conflict of Interest Form, Grant Proposal Writing Effort Form, Extra Compensation Form, Personnel Status Change Form, and Check Requisition Form). Stipends will NOT be distributed to any team member

whose paperwork is not submitted to the OSP within the one-year period of the GDI.

- c. The evaluation committee will conduct quarterly evaluations of the GDI participant team's performance. Teams with grant applications submitted during the last month of the GDI will be reviewed and evaluated on a case-by-case basis.

#### **D. Evaluation Criteria and Ranking for Receiving Stipend:**

- a. How many workshops did the team and its members attend during the GDI period? (4 POINTS) How many group meetings did the team have? (3 POINTS) Did the team submit meeting notes to pre-award staff? (3 POINTS)
- b. Has the team contacted the Program Officer prior to proposal writing and/or during the process of developing their proposal? (15 POINTS)
- c. Did the team have adequate responses to the requirements and guidelines in the RFP? What is the level of engagement in grant proposal writing? (30 POINTS)
- d. Did the team submit all application documents three business days ahead of the submission deadline? (10 POINTS) What is the quality of the project narrative/description? (15 POINTS) How well prepared were the support documents? (15 POINTS)
- e. How many submissions did the team have during the GDI period? (5 POINTS)

*\*\*\*Additional points are awarded for extra submissions: One extra submission = 5 points; Two extra submissions = 10 points; Three extra submissions and above = 15 points\*\*\**

##### Evaluation Ranking:

Poor (<60 points, \$300)

Average (60-69 points, \$600)

Good (70-79 points, \$900)

Very good (80-89 points, \$1,200)

Excellent (>=90 points, \$1,500)

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## REQUIREMENTS

1. Must submit at least one government grant application with no less than a \$100,000 funding request within the GDI year.
2. Must attend at least seven (7) of the nine (9) training workshops and writing time sessions provided by the OSP during the one-year period of the GDI (see Appendix I).
3. Must have a monthly meeting with the OSP pre-award staff to discuss progress of your grant proposal development.
4. Must submit your monthly grant proposal development meeting notes to the OSP with an update on the proposal development progress and the plan for next steps.
5. Must notify the OSP pre-award staff of your new team member(s) immediately after he/she formally agrees to join your proposal development team. The new team member(s) **must** sign on and submit the Participant's Agreement Form (for accepted GDI applicants) in order to receive a stipend from the GDI.

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## APPLICATION DOCUMENTS

- Application Form (See Appendix II. A Sample Application Form below)
- Resume (Sections: Education, Employment, Honors & Awards, Committee, Membership, Publications, Current and Pending Funding Support (if applicable), Completed Funding Support (if applicable))

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## DEADLINES

***FOR SUBMITTING AN APPLICATION FOR PARTICIPATING IN THE GDI:  
October 16, 2020.***

***FOR ACCEPTANCE NOTIFICATION:  
October 20, 2020.***

**Appendix I. The GDI Training Workshops for Grant Writers**  
**FY 2020-21 Schedule**

**And Compliance Workshops**

*Facilitated by: The Office of Sponsored Programs*

<b>I. Virtual Opening of the 2020-21 GDI</b>		
<b>Date/Time</b>	<b>Location</b>	<b>Presenter &amp; Facilitator</b>
10/23/2020 Fri. 9:30 - 10:30 am	VIRTUAL	<b>Presenter:</b> Anna Wood & Ian Thompson
<b>II. BEST PRACTICES FOR COMPETITIVE GRANT APPLICATIONS: NIH FUNDING FOR RESEARCH &amp; CAREER DEVELOPMENT ACTIVITIES</b>		
<b>Date/Time</b>	<b>Location</b>	<b>Presenter &amp; Facilitator</b>
10/23/2020 Fri. 12:30 - 5:30 am	VIRTUAL (optional)	<b>Presenter: Consultants</b>  <b>Facilitator:</b> Anna Wood & Ian Thompson
<b>III. "SPEED DATING" WITH GOVERNMENT AGENCIES</b>		
<b>Date/Time</b>	<b>Location</b>	<b>Presenter &amp; Facilitator</b>
11/06/2020 Fri. 9:30 - 10:30 am	VIRTUAL	<b>Presenter:</b> Anna Wood & Ian Thompson
<b>IV. 2021 SPRING MANDATORY GRANTS COMPLIANCE WORKSHOP</b>		
<b>Date/Time</b>	<b>Location</b>	<b>Presenter &amp; Facilitator</b>
TBD	TBD	<b>Presenter:</b> Dr. Bowles, Mr. Petzke, GSPAR, IT, IA, HR <b>Facilitator:</b> GSPAR
<b>V. HOW TO USE A GRANT BUDGET TO EXPLAIN YOUR PROJECT</b>		
<b>Date/Time</b>	<b>Location</b>	<b>Presenter &amp; Facilitator</b>
2/12/2021 Fri. 9:30 -10:30 am	VIRTUAL	<b>Presenter:</b> GSPAR Budget Specialists <b>Facilitator:</b> Anna Wood & Ian Thompson
<b>VI. PROPOSAL WRITING TIPS FOR ARTS, LETTERS, AND EDUCATIONAL GRANT APPLICATION</b>		

<b>Date/Time</b>	<b>Location</b>	<b>Presenter &amp; Facilitator</b>
3/12/2021 Fri. 9:30 -10:30 am	VIRTUAL	<b>Guest Speaker: TBD</b> <b>Facilitator: Ian Thompson &amp; Anna Wood</b>
<b>VII. PROPOSAL WRITING TIPS FOR STEM GRANT APPLICATION</b>		
4/16/2021 Fri. 9:30 -10:30 am	VIRTUAL	<b>Guest Speaker: TBD</b> <b>Facilitator: Anna Wood &amp; Ian Thompson</b>
<b>VIII. CLOSURE OF THE GDI</b>		
9/17/2021 Fri. 9:30 -10:30 am	VIRTUAL	<b>Facilitator: Ian Thompson &amp; Anna Wood</b>

## **NOTES:**

- ✓ *Workshop topics listed in the table are tentative. Final topics with similar themes will be announced one week prior to the workshop date.*
- ✓ *Assistance Hours for Grant Writing: 3<sup>rd</sup> and 4<sup>th</sup> Fridays of each month, 9:30am - 11:30 am, Oct 2020 - August 2021. Exceptions: Holidays, Application Deadlines.*

## **BRIEF DESCRIPTION OF FY 2020-2021 WORKSHOPS**

### **VIRTUAL OPENING OF THE 2020-21 GDI**

At this kick-off workshop for the 2020-2021 GDI, we will give you an overview of the GDI and share with you the perks of grant writing and grant awards and the mystery of government grant application submission.

### **BEST PRACTICES FOR COMPETITIVE GRANT APPLICATIONS: NIH FUNDING FOR RESEARCH & CAREER DEVELOPMENT ACTIVITIES**

The workshop will present on “Federal Funding Agencies & Funding Mechanisms, Best Practices for Developing a Competitive NIH Research Grant, or Cooperative Agreement Application (R, P, U), Best Practices for Developing a Competitive NIH Career Development (K), and Identifying Funding Opportunities.”

### **“SPEED DATING” WITH GOVERNMENT AGENCIES**



This interactive workshop will provide an opportunity for brainstorming research ideas, and identifying the challenges and needs, which yourselves, your departments, your colleges, and your communities may have. We will offer assistance in finding appropriate programs that provide funding for your interests, challenges, and needs.

### **2021 SPRING MANDATORY GRANTS COMPLIANCE WORKSHOP**

This workshop provides information about institutional and government guidelines, procedures and requirements to current and future grantees such as personnel hiring and purchases using extramural funding. Participants are required to attend at least one of the compliance workshops.

### **HOW TO USE A GRANT BUDGET TO DESCRIBE YOUR PROJECT**

Do you know that your grant budget can tell a story about your proposed project? Reviewers can tell whether or not your proposed project is reasonable and feasible by checking your budget. This workshop will provide training on how to develop an effective and story-telling grant budget that also meets both the University's and the funding agency's compliance requirements.

### **PROPOSAL WRITING TIPS FOR ARTS, LETTERS, AND EDUCATIONAL GRANT APPLICATION**

An external speaker will be invited to provide training on writing arts, letters, and educational grant proposals that are submitted to funding agencies such as NEH, NEA, and the Department of Education.

### **PROPOSAL WRITING TIPS FOR STEM GRANT APPLICATION**

An external speaker will be invited to provide training on writing STEM grant proposals that are submitted to funding agencies such as NSF, NIH, and NASA.

***Every workshop will have a quiz and prizes at the end. Come prepared to win!***

**Appendix II·**  
**GRANT DEVELOPMENT INSTITUTE APPLICATION FORM**  
*\*SAMPLE\**

<i>Name:</i>	<i>Title/Faculty Rank:</i>	
<i>Department:</i>	<i>Email:</i>	<i>Telephone:</i>
<p><i>Provide a Brief Description of Your Proposed Grant Idea, Indicate Your Role on the Proposal Development Team and List Other Team Members·</i></p> <p><i>Attach additional sheets as necessary·</i></p>		
<b>TYPED NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Applicant:</b>		
<b>Supervisor:</b>		

*By signing this form, you certify that: you understand the guidelines and rules about the GDI; you agree to meet the requirements for a GDI participant, if selected.*

*\*Future PIs are required to submit an application form.  
Your most recent resume is required to be submitted with this application form.*

## **“What’s Your Idea?”**



## **\*IMPORTANT TO KNOW\***

- ✚ *A Grant Proposal Development Team may be comprised of one or more members.*
- ✚ *A representative or member of the grant development team must attend the training workshops if the PI or Co-PI is not available to attend.*
- ✚ *In the event of an emergency, an early notification must be sent via email to the sponsored programs office.*
- ✚ *If you have a pre-selected person, their name and contact information must be noted on the application form.*





Johnson C. Smith University  
Government Sponsored Programs  
and Research

## Office of Sponsored Programs

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A word cloud featuring various terms in different colors and orientations. The words include: seeking, grants, logic, models, evaluation, funding, sustainability, projects, cooperation, technology, proposals, writing, needs, capacity, money, budgets, collaboration, and checklists. The words are arranged in a roughly circular pattern, with 'seeking' and 'grants' being the largest and most prominent.

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**The Division of Government Sponsored Programs and Research**