Top 5 things to keep in mind for a first proposal

1. Review proposal solicitation early and follow it carefully, making note of all “must” or “required” items. For NSF proposals, be sure to also review 2013 Grant Proposal Guide (GPG). An electronic version of the NSF GPG with all “musts” highlighted is available.

2. Notify Carole Lovin, ERGP Research Administrator, of your intent to submit if you would like assistance with preparation of your proposal. Meet to prepare an internal timeline/task worksheet. (Proposal preparation assistance can also be provided by PreAward Services.)

3. It is always better to have two opportunities for review of a proposal than one. All proposals go through the central PreAwards office for final review (if time allows) and submission to the sponsor. Follow target dates set on internal proposal worksheet and complete your proposal early.

4. Submit your final budget and budget justification as soon as possible to PreAwards Services for an advance review -- even if the remainder of your proposal is not complete. The budget can often be the most difficult component to revise, especially if subawards are included. If PreAwards budget review finds you subawardees have miscalculated their budgets, time is needed for the subawardees to resubmit their subaward budgets and other budget-related documentation prior to proposal submission.

5. Keep up good and timely communication with your co-PIs, senior personnel, subawardee contacts and K-State proposal administrator.

Other tips

1. Review websites for
   - Office of Research and Sponsored Programs (ORSP), http://www.k-state.edu/research/
   - PreAwards (PAS), http://www.k-state.edu/research/preaward/

2. Funding Opportunities (via ORSP website), http://www.k-state.edu/research/funding/
   - Pivot. Funding resource database containing worldwide funding opportunities from federal, foundation, and association sources, http://pivot.cos.com/funding_main
   - For more information on above, contact Beverly Page, Office of Research and Sponsored Programs, 785 532-5045 or email bbpage@ksu.edu