



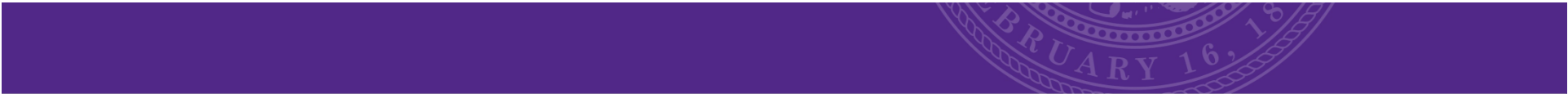
Proposal Development & Proposal Preparation

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Overview

- About ERGP
- What is proposal development?
- ERGP proposal development and preparation activities
- Case studies
- ERGP resources



Engineering Research and Graduate Programs (ERGP)

“Initiate high-quality research development and cultivate a community of engaged faculty, scholars and research leaders”



ERGP Research Activities & Support

ERGP is committed to providing:

- Tools, resources and procedures for pre-award services
- Proposal preparation assistance for all college faculty
- Facilitation of major grant program solicitations
- Liaison services to university-sponsored project offices



What is proposal development?

- Proposal preparation vs. proposal development
- Development of grant proposals from conceptualization to submission
- Ensure idea is responsive and strategic
- Create strong team
- Incorporate reviewer comments or program officer input/guidance



ERGP Proposal Development & Preparation Activities

- Team building
- Proposal facilitation
- Resources and information sharing
- Materials development and preparation
- Assisting with administrative burden

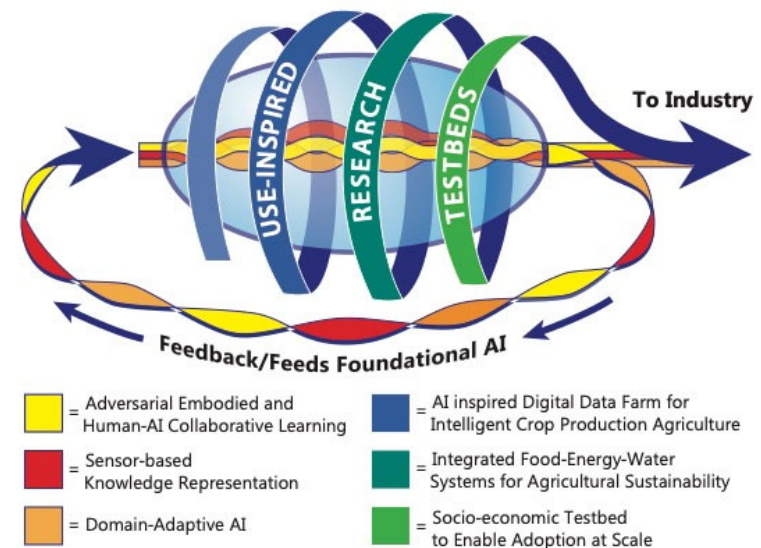
Case Study #1

- Detailed outline with schedule
- Weekly meetings
- Preparation of non-technical materials
- In-depth review of proposal materials
- Management of subawards and budget
- Connection to K-State Innovation Partners

Component	description	persons responsible	Final Due
Technical Volume	Main document; covers background, innovation, team, and reconfigured information present in SOPO **Must contain initial TEA and LCA of the three scenarios** **Must include reference to NAWI Hub**	team	2-Oct
Resumes	Up to 2 pages in length, template available, will be used for reviewers to evaluate team's capacity to complete project	team; Kim will format & combine	18-Sep
Letters of Commitment	Needed from (1) non-K-State entities providing match, (2) end users and/or stakeholders, and/or (3) industry partners who would provide waste. Should include basic information about proposal (title, PI, FOA number) and concise statement of how they will collaborate. If providing match, must explain costs in detail.	Kim can help prep letters; team needs to draft and send out to partners	30-Sep
Statement of Project Objectives	Main roadmap to doing the actual work. This form will be the basis for determining what happens when, milestones, and methods of evaluating success. If the project is funded, this document will be reworked extensively with the DOE team. The milestone summary table can serve as the guide for writing the remainder of the SOPO. The table and SOPO can in turn generate the Gantt chart, WBS and Task description summary table, and all other SOPO sections (3.1-3.6) of technical volume. Budget justification must align with tasks and SOPO task numbers must be included in justification for each cost line item and all personnel.	team	1-Oct
SF-424	Main federal document with summary of submission	Kim will do	-
Budget Justification	Main budget document. Costs must align with SOPO and project schedule/Gantt chart.	Kim will do	22-Sep
Summary for Public Release	1 page summary/abstract that is suitable for public dissemination. Should give clear overview of the proposed activity and include specific information.	team	2-Oct
Summary Slide	Sometimes called a quad chart, should contain a technology summary, description of impact, goals, a key graphic, the key idea/takeaway of the project, the title, prime recipient, PI, and key participant information, and funds (total, federal, and cost share). Submitted as a PowerPoint slide. Many EERE offices have templates, but BETO does not; can use others as starting point for how these should look.	team (Kim can provide funding info)	2-Oct
Subrecipient Budget Justification		University of Kansas Mel .??	23-Sep
DOE WP for FFRDC	Work plan (or fieldwork plan) for LBNL. Follows standard template and requires signatures. Breaks out cost by fiscal year, so we will also need	FFRDC & Kim	18-Sep

Case Study #2

- Assistance with teaming
- Proposal facilitation
- Prepared and managed documents
- Built Institute budget and managed subawards
- Weekly meetings
- Connected with graphic design services





ERGP Resources

- **FAQs** *<https://engg.ksu.edu/research/activities/faq/>*
- **Overview of Proposal Preparation and Submission** *https://engg.ksu.edu/docs/research/steps-to-proposal-preparation-and-submission_07-2021.docx*
- **Contact Info** *Kim Rewinkel: krewinkel@ksu.edu*