

PROJECT PROPOSAL WRITING

Proposal Ideas

Preamble

When developing an idea for a proposal it is important to determine if the idea has been considered in the applicant's locality or State. A careful check should be made with legislators and area government agencies and related public and private agencies which may currently have grant awards or contracts to do similar work. If a similar program already exists, the applicant may need to reconsider submitting the proposed project, particularly if duplication of effort is perceived. If significant differences or improvements in the proposed project's goals can be clearly established, it may be worthwhile to pursue government assistance.

Learning Objectives

1. To understand ways of developing the best proposal ideas.
2. **To describe role and responsibilities of the originator of the idea.**
3. To explain the processes and general tips of proposal ideas.

Learning Outcome

1. By the end of this course, students will be able to describe best proposal ideas.
2. The student should be able to identify and explain roles of the originator of idea.
3. By the end of this topic, the student should be able to analyze the processes of a proposal idea.

It is Important to note the following:

- Institutions of all kinds must recognize that ideas are its lifeblood.
 - Group can come up with better ideas.
 - The most rewarding ones are most likely to arise from that group which is most closely associated with the mission of the institution.

PROJECT PROPOSAL WRITING

Discussion Notes

Best Ideas

- Marked by freedom
- Informality
- Open doors
- A strong commitment to the institution
- Lack of barriers

Quote on IDEA

An idea is an invention.

It must be related to a problem which it solves (this may be an intellectual problem,). The more important the problem,

The more important the idea.

Ways of Developing an Idea:

1. Read the most authoritative sources until you come to the point where the sources disagree! At that point, you are in a position to make a discovery of your own.
2. Talk with the leading figures in your field. Attend their lectures and ask them careful (and difficult) questions. Ask what their next project is going to be. This may tell you what direction research is going to take.
3. Write to the most significant thinkers, if they are too far for you to see. If you ask them (courteously) a knowledgeable question, the reply will indicate the direction their thought is taking on the problem at issue.
4. Translate a significant article or book not generally known in this country. The interaction between a new perspective and more familiar ways of thinking may suggest a new path for research. Even administrators can make use of the method of translation.
5. Contemplate your own experience. If there is a frustration blocking your way to fulfillment, you may not be able to invent a solution, in your private heart, is true for all mankind: that is the essence of genius and own instincts.
6. Hurry! If you don't want that new idea someone.
—Live life as though it were
 - Dr. Naumann's philosophy is simple: don't leave your idea to others. Read

PROJECT PROPOSAL WRITING

about your subject and talk to others about it.

- Don't work in secrecy. Again in his your subject than anyone else
- Do your research and know more about your subject than anyone else!

Role and Responsibilities of the Originator of the Idea

After coming up with an idea, design the Original development:

- The extent to which the idea will solve the basic problem
- The extent to which it will create new problems
- The extent to which those affected by the idea will respond to it.

The Originator should recognize:

- However, that the idea, once shared, will affect the thoughts and lives of others.
- The Originator must anticipate who will be affected if the idea develops, how they will be affected, and what role each person will play in the process.
- To avoid failure, therefore, all affected people should meet regularly throughout the life of the project, not only during the preliminary stages. Much communication can be carried on through e-mail conferencing.
- One of the advantages of electronic communication is creation of a written record. Live meetings can be reserved for the most important issues. Providing refreshments can encourage attendance of these meetings.

The Department Chair, whether a member of the group guiding the new project or not, must be familiar enough with the project to

1. Solve problems of time and personnel,
2. Present it effectively with representatives of funding agencies on site visits, and
3. Interpret the significance of the new project to those outside the department.

PROJECT PROPOSAL WRITING

Time-Table

JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
15th meeting to discuss idea with those affected						
	15th Develop details of plan for internal comment Draft 1					
		15th Revise to reflect comments received draft 2				
			Circulate Draft 2			
				15th Revise to reflect comments Final draft 3		
					Circulate final Draft 3 for approval	
						Dec 1 submit proposal prior to deadline

The Process of Developing an Idea Begins

Important questions to consider:

- Does the idea affect the academic program that the academic policy committee had been notified?
- Does the plan require approval from some committee or office?
- Does it commit the institution to such mission that the President should notify the Board of Trustees?
- Does it infer a financial commitment or obligation, either additional funds or ongoing costs?
- Does it require cost-sharing or match-sharing?

PROJECT PROPOSAL WRITING

Activity Schedule/Status Report

Date	Activity	Status
1 Jun	Meet with department Head to discuss ideas	Abstract on
6 Jun	Meet with coordinators to get logistical assistance and ideas on paper	paper
15 Jun	Meet with all those affected by ideas to discuss idea and seek encouragement	Draft #1
Jun 15-July 15	Develop detailed plan for circulation to those who met June 15	Draft #2
15 Jul	Circulate draft from committed by August 1, enlist campus	Revision
Aug1-Sept 1	participants	Draft #2
	Respond to comments and prepare draf#2 for comments- those	Circulate
Sept 1-15	who will participate will revise draft	Final draft
	Circulate draft#2 to those affected and those enlisted; comments by	
Oct 2-15	October 1	
Oct 15-Nov 1	Revise and work out changes with those affected	
Nov 1-15	Prepare final draft for approval, in from for duplicating	Submission
Nov 15-20	Circulate final revision	
	Final approval, assurance; submission paper collected and required	
Nov 20	number of copies duplicated and assembled	
Nov 21	Signature of chief Fiscal Officer	
Nov 22	Signature of president	
	Finished proposal packaged and mailed or delivered to meet	
	deadline	

PROJECT PROPOSAL WRITING

Some General Tips

1. Begin early.
2. Apply early and often.
3. Don't forget to include a cover letter
4. Answer all questions. (Pre-empt all unstated questions.)
5. If rejected, revise your proposal and apply again.
6. Give them what they want. Follow the application guidelines exactly.
7. Be explicit and specific.
8. Be realistic in designing the project.
9. Make explicit the connections between your research questions and objectives, your objectives and methods, your methods and results, and your results and dissemination plan.
10. Follow the application guidelines exactly. (We have repeated this tip because it is very, very important.)

Reflective Questions

1. State and analyze the best proposal ideas.
2. Discuss the processes of developing the best proposal idea.

Reference

Eaves, G. (1984) Preparation of a research grant application: opportunities and pitfalls. *Grants Magazine*