



TIPS FOR PREPARING GRANT/PROPOSAL APPLICATIONS

Tip 1: Keep an open mind when looking for an agency and technical topic to which to submit your proposal . You will have to be flexible.

Tip 2: Contact the agency technical point of contact (TPOC) before you begin your proposal. Be prepared when you call the “TPOC”. Send an email introduction first telling him/her that you will follow-up with a phone call.

Tip 3: Make sure all of the required registrations are in place and operating correctly at least one month before the proposal due date. Examples: DUNs, SAM, grants.gov, eRA.

Tip 4: Read the solicitation front to back. Read it again this time making a check list of all the items you will need in order to submit a complete, responsive, proposal.

Tip 5: Plan enough time to prepare the proposal (at least a month), create a proposal preparation schedule, and stick to it.

Tip 6: Be sure to identify “long pole in the tent” items up-front and don’t wait until the last minute to request them. Examples: letters of interest or support, consultant or subcontractor letters and budgets.

Tip 7: Follow the solicitation required proposal format or outline exactly. Do not deviate at all! Do not skip sections or add sections that are not requested. Follow the requirements for page count, fonts, and line spacing exactly. Be sure you understand font requirements for photographs, drawings, and graphs.

Tip 8: Make sure your proposed budget is realistic for the proposed work scope. The reviewers will look at this. Do not propose \$150K for a scope that really costs \$1M.

Tip 9: Arrange for a technical peer review of your proposal. After that, use a “red team reviewer” or at least a red team review approach.

Tip 10: If you don’t win ask for a debriefing. Strongly consider resubmitting...once you have addressed all of the reviewers’ concerns. Remember: a loss can be the beginning of a relationship with the funding agency.

Tip 10.5: Don’t be afraid to ask for help and use consultants like our Summit Team!

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