1. Do some detective work. Learn all you can about the sponsor: their priorities, their goals, their funding patterns—and use this to your advantage. In your proposal narrative, describe how your proposed project contributes to the sponsor’s goals and why funding your project is important.

2. Partner. Collaboration isn’t just a buzzword; it is critical to landing a major grant. Build partnerships with other organizations that complement your own skills. Choose wisely. It could mean having access to a wider audience or particular group you need to reach.

3. Start with a hook. Proposal writing is quite different than journal writing. Convince the reviewer to consider funding your proposal by engaging them in your storytelling. Persuasive writing is key.

4. Create a powerful abstract/summary. Not all reviewers will read your entire proposal, but most will read your project summary. Write this section with that in mind, and write it as though the reader knows little or nothing about the technical area or proposed project.

5. Size does matter. It is critical that all aspects of the sponsor’s guidelines be met, especially those related to formatting and page limits. Overlook these details, and your proposal may never make it to the review panel.

6. Sweat every detail. Watch for typos and grammatical errors that could make your proposal hard to follow.

7. Finish early. Let your proposal sit for a day after you have completed the final draft, and reread it without the pressure of a deadline. Better yet, send it to us (or a colleague) for feedback and editorial assistance.

8. Meet the deadline. One sure way to have your proposal returned without review is to miss the deadline. Keep in mind that electronic proposal submission can be finicky at times, so plan for the unexpected.

9. Evaluation is a process of elimination. When deciding what proposals to fund, and which ones not to, it is not a process of selection—rather, elimination. Don’t focus on writing a proposal that will be eliminated! Focus on writing a proposal that can’t be eliminated!

10. Golden rule: contact the program manager. Program managers are encouraged to interact with researchers and to give feedback on research ideas. Use this to your advantage!
Flexible solutions for growing your research

LIMTED SUBMISSIONS
Limited Submissions are funding opportunities from Federal, State, and Private organizations that restrict the number of allowed proposals an applicant or institution may submit. Our office administers the limited submissions review and selection process at UCF. Visit www.ucf.InfoReady4.com to view all eligible opportunities and internal deadlines, and to submit your notice of intent and internal white paper for Limited Submission competitions.

PROPOSAL PEER REVIEW
Peer reviews of draft proposals can provide researchers with helpful feedback, enhance the quality of the submission, and help cultivate a collaborative culture at our University. Visit our website to find out more about review options and services available at UCF.

OUTREACH SERVICES
We provide a variety of information and resources through available and requested workshops to assist faculty through the entire research development process. Have a question or idea? Just let us know!

PROPOSAL SUPPORT
Looking for planning/coordination assistance, or help with non-technical documents? Interested in an editorial and/or peer technical review? Our team can assist with most aspects of your proposal – from concept to conclusion.

FUNDING ASSISTANCE
Need help finding a sponsor to fund your research? We have the tools you need to help identify the perfect funding opportunity.

ONLINE RESOURCES
- Upcoming Workshops
- Funder Tool Kits
- Proposal Samples/Templates
- Targeted Research Alerts (TRAs)
- Support for New and Early Career Researchers at UCF

COMPETITIVE INTELLIGENCE (CI)
Our main goal is to enhance UCF competitive advantage in proposals submissions & provide implementation strategies to help anticipate significant funding opportunities. http://bit.ly/UCF-CI

HOW CAN WE HELP YOU?
Our team takes great pride in the service we provide. Let us help you take your research to the next level.

Research Development’s Process to Support Large, Complex Proposals
The Research Development (RD) team promises to rapidly Respond to investigator needs by immediately making ourselves available & beginning the research support process.

The RD team can Evaluate needs and available assets based on agency/RFP guidelines, existing infrastructure, collaboration requirements, and special requests (e.g., samples, templates, preparation timelines, funder toolkit resources, and gathering Competitive Intelligence).

The RD team can Assist with proposal components and combine efforts with the OR team and College/Institute administrators. RD can help prepare non-technical components of proposals (e.g., Facilities, Equipment & Other Resources, Biographical Sketches, Collaborators & Other Affiliations, Current & Pending Support), perform searches for UCF facts and demographics/enrollment data, and share materials that support the proposal preparation.

The RD team can Coordinate the proposal progress through meeting and communication assistance, identification and connection with collaborators/partners, document collection, review coordination (editorial review and/or technical/peer review), and follow-ups with collaborators.

The RD team can Track proposals through the stages of revision, finalization, and submission, provide post-submission evaluation, and help share success stories with the UCF community.

www.research.ucf.edu/react.html

From planning to final submission, the Research Development (RD) team in the UCF Office of Research (OR) offers resources and personalized support throughout the process.

Today’s research is conducted in an increasingly competitive environment. Research priorities are regularly shifting to meet agency goals, calls for interdisciplinary collaboration and industry partnerships, and pressing disciplinary, social, economic, environmental, and political needs. Research Development aims to help UCF researchers navigate these growing challenges and support their overall success.

The RD team can
1. Support for
2. Collaborative
3. Targeted Research Alerts (TRA)
4. Upcoming Workshops
5. Proposal Samples/Templates
6. Special Topics
7. Online Resources
8. Competitive Intelligence (CI)
9. Research Development’s Process to Support Large, Complex Proposals

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