1. Are you applying to the right place?

❖Make sure that the agency and/or the call for proposals are appropriate to your project.
❖If you applying for a young investigator-type grant, make sure that your details fit the requirements.

2. Once you establish the agency is correct:

❖Direct your grant to appropriate unit or institute within that agency.

❖Talk to the program director and make sure that the fit of the project is correct.

3. IF you are applying to NSF!!!

❖You must address in your proposal the <u>broader impacts</u> of your work, which requires inclusion of under-represented persons in science. If you are proposing a collaboration with a school or department, get letters from those institutions. If you are proposing a new major or sequence of courses, get letters from chairs and deans.

4. Make sure that all details of collaboration are worked out

❖Know that you have all techniques in house, or get letters of collaboration well in advance. Make sure that you have worked out intellectual property with collaborators well in advance.

5. Get very familiar with electronic submission – not a pretty picture

❖This requires lead time in learning the system, and in making sure that you are not entering complicated data figures near the deadline, when the whole world (it seems) is also entering their complicated figures. The systems do get bogged down and crash – get it done ahead of time.

6. Know the size (page limits of each section) and scope of your proposal.

❖Make sure that your proposal will not swamp the page limits by having too much preliminary results or too many specific aims. Some of the best-funded labs are those in which the PI excels at breaking the research up into do-able projects, each submitted as a complete unit.
❖Know the font size requirements – grants have been turned back for this over and over.

7. Get help from everybody – well BEFORE the deadline

❖Get your lab to read it

❖Get your collaborators to read it

❖Get your former PI to read it (unless you are competing with that person)

❖Get your former fellow grads or post-docs to read it

❖Do this early enough to be able to incorporate their comments – otherwise it is useless, and rude to your readers.