Preparing an NSF Research in Undergraduate Institutions (RUI) Application
General Aspects of the NSF RUI Program
Purpose of the RUI Program

• Ensure a broad national base for research and to help faculty members stay at the cutting edge of their disciplines.

• Contribute to basic knowledge in science and engineering, but also provides an opportunity for integration of the excitement of scientific discovery into undergraduate education.

• Undergraduate research (the ultimate in inquiry-based learning) is a critical component of high-quality education in science, mathematics, engineering, and technology (SMET), providing a strong foundation for careers in science and engineering and for graduate study.
Objectives of RUI Program

1. **Support high-quality research** by faculty members of predominantly undergraduate institutions.

2. **Strengthen the research environment** in academic departments that are oriented primarily toward undergraduate instruction.

3. **Promote the integration of research and education.**

“The involvement of undergraduate students is an important feature of RUI, providing them with research-rich learning environments. However, the **overriding purpose of RUI is the support of faculty research**, which maintains faculty members' intellectual vibrancy in the classroom and research community.”
Scope of RUI Program
~$40 Million Annual NSF Budget

RUI grants support research through the funding of

1. **RESEARCH PROJECTS** - Individual and collaborative

2. **SHARED USE RESEARCH INSTRUMENTATION** purchases

3. **RESEARCH OPPORTUNITIES** – awards for work with NSF-supported investigators at other institutions.
Research Project Grants
Individual or Collaborative

- Expected to be **conducted at the RUI institution**

- While it is expected that **research assistants usually will be undergraduate students**, support for masters-degree students, full-time technicians or postdoctoral researchers may be appropriate

- **Collaborations** within disciplines or across disciplinary lines can **enhance the pace and productivity** of faculty research while affording students the opportunity to learn teamwork and acquire a broader range of research skills.

- A successful collaborative project will focus on a **research problem that is best approached from broad perspectives**.

- The core of a collaborative RUI research group will include **two or more faculty members and several undergraduates** from one or more predominantly undergraduate institutions.

- As appropriate, other personnel and **collaborators at other types of institutions may be involved**.
Shared Use Instrumentation Grants

• **Purchasing or upgrading single or multi-component instrumentation** or equipment needed for the research of several faculty members

• **Developing new instrumentation** that will extend current capability in terms of sensitivity or resolution, or will provide new or alternative techniques for detection and observation

• **Funding access to expensive databases** for multi-investigator grants

• Proposals for research instrumentation or equipment, or for database purchase or access, must
  – **describe the specific research** to be conducted using the instrumentation or databases
  – **state why the instrumentation is essential**
  – **describe the impact of the project** and the instrumentation on the department research environment.

• Each research project must be described in sufficient detail must be provided for reviewers to judge the **merit of the problems** to be addressed and the **methods proposed**.

• The **primary justification** for requesting such instrumentation must be the **research it will enable**, but its **use in the institution's instructional program is both expected and encouraged**.
Research Opportunity Awards (ROAs)

- Enable faculty members at predominantly undergraduate institutions to pursue research as visiting scientists with NSF-supported investigators at other institutions.

- These are usually funded as **supplements** to ongoing NSF research grants.

- Most are **summer** experiences, but partial support of **sabbaticals** is sometimes provided.

- Duration of support generally ranges from **2 to 12 months**.

- Intended to **increase the visitor's research capability and effectiveness, to improve research and teaching at his or her home institution, and to enhance the NSF-funded research of the host principal investigator (PI).**

- Most NSF programs limit support to moderate amounts, frequently including **only the direct costs of participation** (e.g., salary, travel costs, and essential supplies).

- Requests for ROAs are submitted to NSF by the host institution.
Elements of the RUI Application
NSF Application Sections

- Cover Sheet
- Project Summary (1 page)
- Table of Contents (Electronically generated)
- Project Description (15 pages and includes no more than 5 pages of previous funded results)
- References
- Biosketches: 2 pages each, important to follow the format
- Budget: Cumulative and Annual with justification (3 pages)
- Current and pending support for senior personnel
- Facilities, equipment and other resources
- Special Information and Supplementary Documentation
  - RUI Impact Statement (5 pages)
  - Plans for data management and sharing (2 pages)
  - RUI Certification
  - Letters of Commitment
  - Etc.
- Appendices: Not allowed unless a deviation has been authorized.
Elements of the RUI Application

Project Summary
Project Summary

• Project Summary should have 2 headings
  • the intellectual merit of the proposed activity
  • the broader impacts resulting from the proposed activity.

• Proposals that do not separately address both merit review criteria within the one-page Project Summary will be returned without review
Project Summary

Intellectual Merit & Broader Impacts

• All NSF projects should be of the highest quality and have the potential to advance, if not transform, the frontiers of knowledge.

• NSF projects, in the aggregate, should contribute more broadly to achieving societal goals.

• These broader impacts may be accomplished through the research itself, through activities that are directly related to specific research projects, or through activities that are supported by, but are complementary to, the project.

• The project activities may be based on previously established and/or innovative methods and approaches, but in either case must be well justified.
Project Summary
Assessing Broader Impacts

• **Meaningful assessment and evaluation** of NSF funded projects should be based on appropriate metrics, keeping in mind the likely correlation between the effect of broader impacts and the resources provided to implement projects.

• **If the size of the activity is limited**, evaluation of that activity in isolation is not likely to be meaningful. **Thus, assessing the effectiveness of these activities may best be done at a higher, more aggregated, level than the individual project.**
Elements of the RUI Application

Project Description
Project Description

Research Projects

• Provides a **clear statement of the work** should include
  – Objectives for the period of the proposed work and expected significance;
  – Relation to longer-term goals of the PI's project
  – Relation to the present state of knowledge in the field
  – Relation to work in progress by the PI under other support and to work in progress elsewhere.
  – Results from prior NSF support within last 5 years

• **Outlines the general plan of work**, including the broad design of activities to be undertaken, and, where appropriate, provide a clear description of experimental methods and procedures.
Project Description
Research Projects

Describes as part of the narrative the broader impacts resulting from the proposed activities, addressing one or more of the following as appropriate for the project:

- **how the project will integrate research and education** by advancing discovery and understanding while at the same time promoting teaching, training, and learning; ways in which the proposed activity will broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.)

- **how the project will enhance the infrastructure for research and/or education**, such as facilities, instrumentation, networks, and partnerships

- **how the results of the project will be disseminated broadly** to enhance scientific and technological understanding; and potential benefits of the proposed activity to society at large.
Proposals for specialized equipment may be submitted by an organization for:
- individual investigators;
- groups of investigators within the same department;
- several departments;
- organization(s) participating in a collaborative or joint arrangement;
- any components of an organization; or
- a region.

One individual must be designated as PI. Investigators may be working in closely related areas or their research may be multidisciplinary.
Project Description

Shared Use Equipment Proposals

• Each potential major user must describe the project(s) for which the equipment will be used. These descriptions must be succinct, not necessarily as detailed as in an individual proposal, and must emphasize the intrinsic merit of the activity and the importance of the equipment to it.

• A brief summary will suffice for auxiliary users. Equipment to be purchased, modified or constructed must be described in sufficient detail to allow comparison of its capabilities with the needs of the proposed activities.

• Equipment proposals also must describe comparable equipment already at the proposing organization(s) and explain why it cannot be used. This includes comparable government-owned equipment that is on-site.
Project Description

Shared Use Equipment Proposals

• Equipment proposals must discuss arrangements for acquisition, maintenance and operation, including:
  
  – overall acquisition plan
  
  – biographical sketch of the person(s) who will have overall responsibility for maintenance and operation and a brief statement of qualifications
  
  – description of the physical facility, including floor plans, where the equipment will be located
  
  – statement of why the equipment is severable or non-severable from the physical facility
  
  – annual budget for operation and maintenance of the proposed equipment, indicating source of funds, and particularly related equipment
  
  – brief description of other support services available and the annual budget for their operation, maintenance and administration.
Elements of the RUI Application

Budget
Budget

General Range is $10,000 to 100,000/year

The budget can support:

- Salaries, wages, and fringe benefits
- Research assistantships
- Travel
- Materials and supplies
- Publication costs and page charges
- Consultant services
- Essential equipment
- Field work
- Research at other institutions
- Indirect costs.

While it is expected that research assistants usually will be undergraduate students, support for masters-degree students, full-time technicians or postdoctoral researchers may be appropriate to a particular project.
Budget Compliance

OMB Circular A-21

Cost Principles for Educational Institutions

• Allowable

• Directly Allocable

• Reasonable

• Documented in budget justification
Budget

NSF Budget Page
Budget
Salaries and Wages

• NSF regards research as one of the normal functions of faculty members at institutions of higher education.

• Compensation for time normally spent on research within the term of appointment is deemed to be included within the faculty member’s regular organizational salary.

• As a general policy, NSF limits salary compensation for senior project personnel to no more than two months of their regular salary in any one year.

• NSF award funds may not be used to augment the total salary or salary rate of faculty members during the period covered by the term of faculty appointment.

• Administrative and Clerical Salaries & Wages are generally not allowable as they are included in the institutions Facilities and Administrative (F&A) rate.
# Budget

## Salaries and wages

### SUMMARY PROPOSAL BUDGET

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>YEAR 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primarily Undergraduate Institution</td>
<td></td>
</tr>
</tbody>
</table>

#### PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR

| A. SENIOR PERSONNEL: PI/PI, Co-PIs, Faculty and Other Senior Associates |
| List each separately with title, A.7. show number in brackets |

| 1. | 0.0 | 0.0 | 0.0 | 0.0 |
| 2. | 0.0 | 0.0 | 0.0 | 0.0 |
| 3. | 0.0 | 0.0 | 0.0 | 0.0 |
| 4. | 0.0 | 0.0 | 0.0 | 0.0 |
| 5. | 0.0 | 0.0 | 0.0 | 0.0 |
| 6. | 0.0 | 0.0 | 0.0 | 0.0 |
| 7. | 0.0 | 0.0 | 0.0 | 0.0 |

| B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS) |

| 1. | POST DOCTORAL ASSOCIATES |
| 2. | OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.) |
| 3. | GRADUATE STUDENTS |
| 4. | UNDERGRADUATE STUDENTS |
| 5. | SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY) |
| 6. | OTHER |

| TOTAL SALARIES AND WAGES (A + B) | 0.0 |
| FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS) | 0.0 |
| TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A+B+C) | 0.0 |
Budget

Equipment

• Equipment is defined as an item of property that has an acquisition cost of $5,000 or more and an expected service life of more than one year.

• Acquisition cost of equipment includes modifications, attachments, and accessories necessary to make the property usable for the purpose for which it was purchased.

• Items of needed equipment must be adequately justified, listed individually by description and estimated cost. There is no F&A applied to equipment.

• Allowable items ordinarily will be limited to research equipment and apparatus not already available for the conduct of the work.

• General-purpose equipment, such as a personal computer and office furnishings, are not eligible for support unless primarily or exclusively used in the actual conduct of the proposed research.
Budget

Travel

• Itemized funds may be requested for field work, attendance at meetings and conferences, and other travel associated with the proposed work, including subsistence.

• In order to qualify for support, however, attendance at meetings or conferences must be necessary to accomplish proposal objectives, or disseminate its results.

• Allowance for air travel normally will not exceed the cost of round-trip, economy airfares.

• Domestic travel includes travel in the US, its possessions, Puerto Rico, and travel to Canada and Mexico. All other travel is foreign.

• Foreign travel must include relevant information, including countries to be visited, dates of visit, if known, and justification for any foreign travel planned in connection with the project.
**Budget**

**Participant Support**

- Costs of transportation, per diem, stipends and other related **costs for participants or trainees (but not employees)** in connection with NSF-sponsored **conferences, meetings, symposia, training activities and workshops**.

- For some **educational projects conducted at local school districts**, however, **the participants being trained are employees**.

- Generally, indirect costs (F&A) are not allowed on participant support costs.

![Budget Table](image)
Budget

Cost Sharing

• Definition: A portion of the proposed costs not funded by the sponsor including cash and in-kind contributions

• Types
  – Mandatory: Required by sponsor (NSF major research instrumentation grants)
  – Voluntary: Not required
    • Committed – Not allowed by NSF
    • Uncommitted

• Voluntary Committed Cost Sharing is PROHIBITED BY NSF!!!

“Inclusion of voluntary committed cost sharing is prohibited…. In order for NSF, and its reviewers, to assess the scope of a proposed project, all organizational resources necessary for, and available to a project, must be described in the Facilities, Equipment and Other Resources section of the proposal”
Budget

Other Direct Costs

- Any costs proposed to an NSF grant must be allowable, reasonable and directly allocable to the supported activity.

- Includes
  - materials and supplies (generally <$5,000)
  - publication costs
  - computer services
  - consultant services
  - subawardees

- Examples include space rental at research establishments away from the grantee organization, **minor building alterations**, **service charges**, and **reference books and periodicals** only if they are specifically allocable to the project being supported by NSF.
Publication costs can cover:

- Reports
- Reprints
- Page charges or other journal costs
- Necessary illustrations
- Cleanup, documentation, storage and indexing of data and databases
- Development, documentation and debugging of software
- Storage, preservation, documentation, indexing, etc., of physical specimens, collections or fabricated items
Budget

Other Direct Costs: Computer Services

• The cost of computer services, including computer-based retrieval of scientific, technical and educational information, may be requested only where it is institutional policy to charge such costs as direct charges.

• A justification based on the established computer service rates at the proposing organization must be included.

• The proposal budget also may request costs for leasing of computer equipment.

• General purpose (word processing, spreadsheets, communication) computer equipment should not be requested.

• Special purpose or scientific use computers or associated hardware and software, however, may be requested as items of equipment when necessary.
Budget

Other Direct Costs: Consultant Services

• Consultants are members of a particular profession or possess a special skill and who are not officers or employees of the performing organization.

• Anticipated consultant services must be justified and information furnished on each individual’s expertise, primary organizational affiliation, normal daily compensation rate, and number of days of expected service.

• Consultants’ travel costs, including subsistence, may be included. If requested, the proposer must be able to justify that the proposed rate of pay is reasonable.
Budget

Unallowable Costs

- Entertainment
- Meals and Coffee Breaks
- Alcoholic Beverages
Budget

Justification

• The budget and justification should cover all budget categories

• Be complete but concise.

• **It must be realistic, over or under budgeting reflects inexperience**

• Provide brief descriptions of duties for all positions listed in the budget, with the number of person months requested each year and any anticipated fluctuations. If possible, identify specific individuals for each position requested.

• The proposed acquisition of major pieces of equipment is likely to be scrutinized very carefully.
Budget

Justification

- Explain any year-to-year fluctuations in the budget, including the level of effort of personnel, especially if they cannot be attributed to routine salary increases.

- Budget changes should parallel the research plan and project aims.

- Provide adequate justification for the need to use outside consultants, if applicable.

- If applicable, provide documentation of institutional rates for animal maintenance and acquisition. Exceptionally large numbers of animals will need detailed justification.

- Prorate service contracts to percentage of time equipment if used for the project.

- Insert annual cost of living escalation.
NSF Example

Budget Justification

Total from this award is $4,000 for the workshop.

VP of Engineering will also attend with the company covering the travel expenses.

G.1. Materials and Supplies

<table>
<thead>
<tr>
<th>Materials/Supplies</th>
<th>Cost/unit</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hg source</td>
<td>$500/unit</td>
<td>$500.00</td>
</tr>
<tr>
<td>Chemical Samples</td>
<td>$300/unit</td>
<td>$900.00</td>
</tr>
<tr>
<td>Chemical Sensors</td>
<td>$700/unit</td>
<td>$2,100.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$3,500.00</td>
</tr>
</tbody>
</table>

Price quotes are included in the proposal package.

G.3. Consultant Services

Dr. I. D. Snow will be our consultant. She will work for two days at the maximum rate of $557/day.

2 days * $557 = $1,114

Copy of the signed letter from Dr. Snow are included in the proposal package.

G.5. Subawards

One subaward has been reached with Virginia Commonwealth University.

Signed Technology Agreement is attached to the proposal package.

Subaward for $20,000.

G.6 Other:

NRH, Non Radiative Holders, Inc. will manufacture to sample holders for $1,000 each.

2 sample holders * $100/unit = $2,000

I. Indirect

The indirect rate for this project is 35% and for the salaries and wages totaling $34,666.

$34,666 * 35% = $12,133

K. Fee

The fee is the difference between $100,000 and $97,413 since using the full 7% will exceed the $100, for this proposal.
Elements of the RUI Application
Facilities, Equipment and Resources
Facilities, Equipment and Other Resources

• This section of the proposal is used to assess the adequacy of the resources available to perform the effort proposed to satisfy both Intellectual Merit and Broader Impacts review criteria.

• Proposers should describe only those resources that are directly applicable.

• Proposers should include an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project, should it be funded.

• The description should be narrative in nature and must not include any quantifiable financial information.

• Reviewers will evaluate the information during the merit review process
Elements of the RUI Application

Special Information/Documentation
The principal difference between RUI proposals and "regular" NSF proposals is the additional requirement that RUI proposals must contain

1. Certification of RUI Eligibility

2. A separate RUI Impact Statement
The statement is an **opportunity** to provide information that a reviewer will find helpful in assessing the likely impact of the proposed research activity on the **research environment** of the predominantly undergraduate institutions(s), on the **career(s) of the faculty participants**, and on the **ability of the involved department(s) to prepare students** for entry into advanced-degree programs and/or careers in science and engineering.

An enhanced departmental environment may be reflected in direct student training in research and in increased involvement of the faculty in competitive research, which in turn leads to improved student preparation.

It may also be reflected in curricular impact and faculty development.

Also of interest is the anticipated contribution of new research tools (instrumentation, databases, etc.) to both educational and research opportunities for students and faculty.
The RUI Impact Statement should include

• The record of the department(s) and institution(s) in educating undergraduates for science and engineering careers

• The plans to attract qualified undergraduate students to the project, including the criteria for their selection

• The provisions that will increase the participation of groups underrepresented in science and engineering
The RUI Impact Statement should include

- Any plans for measuring the effect of participation in the project on the participating students both during and after their undergraduate years.

- Information on factors affecting research productivity such as teaching loads, availability (or lack) of support personnel, nature of experimental and computational facilities, and features of the student population.

- It may also describe institutional support for research activity by faculty and students and the anticipated impact of that support on the proposed project.
Special Information

**Letters of Commitment**

- Signed letters of commitment, documenting the proposed collaborative arrangements of significance to the project, should be scanned and included in the proposal as supplementary documentation.

- Such letters are relevant when collaborators are not employees of the awardee institution or when the project depends on access to facilities or instrumentation at other institutions.

- Letters of endorsement are not permitted.
NSF Application Sections

- Cover Sheet
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  - Letters of Commitment
  - Etc.
- Appendices: Not allowed unless a deviation has been authorized.
Review Criteria
General NSF Review Criteria

What is the potential for the proposed activity to:

- Advance knowledge and understanding within its own field or across different fields (Intellectual Merit); and
- Benefit society or advance desired societal outcomes (Broader Impacts)?

To what extent do the proposed activities suggest and explore creative, original, or potentially transformative concepts?
General NSF Review Criteria

✔ Is the plan for carrying out the proposed activities well-reasoned, well-organized, and based on a sound rationale?

✔ Does the plan incorporate a mechanism to assess success?

✔ How well qualified is the individual, team, or organization to conduct the proposed activities?

✔ Are there adequate resources available to the PI (either at the home organization or through collaborations) to carry out the proposed activities?
RUI Grant Reviews

• All NSF directorates participate in the RUI activity.

• RUI proposals are evaluated and funded by the NSF programs in the disciplinary areas of the proposed research.

• Eligible "predominantly undergraduate" institutions include U.S. two-year, four-year, masters-level, and small doctoral colleges and universities.

• The reviewers of RUI proposals usually include several individuals from predominantly undergraduate institutions with relevant expertise, but also researchers from other institutions who are experts in the particular research area.
RUI Review Criteria

Impact Statement

• Special RUI reviewer instructions are supplied with the request for reviews, calling attention to the Impact Statement and the special circumstances under which RUI investigators work, which may affect the scope of the project.

• Reviewers are also asked to recognize that the publication rate of investigators and the pace of their research may be slower at a predominantly undergraduate institution than at a major research university because of heavier teaching loads and limited availability of support personnel, facilities and equipment, as well as the involvement of undergraduates, rather than graduate students, in the research activities.
RUI Review Criteria

Impact Statement

• The description of the environment in which the principal investigator works should be so written as to permit the reviewers to take such factors into account.

• Reviewers will look for indications of impacts such as:
  
  – Increased faculty involvement in the mainstream of research
  
  – Direct student experience in research
  
  – Acquisition of research instrumentation that will improve faculty and student research opportunities
  
  – Enhanced departmental ability to prepare students for entry into graduate study or scientific and engineering careers
  
  – Provision of a research-enriched learning environment for all students.
General Review Criteria

Research Instrumentation

• Evaluation of research instrumentation proposals may consider such additional factors as
  
  – the criticality of the instrumentation for the research proposed
  
  – the expected extent of usage of the instrumentation
  
  – the number of investigators and students benefiting
  
  – the institution's commitment for operation and maintenance.
General Review Criteria

Collaborative Projects

Collaborative proposals are expected to include

• A strong research activity whose scientific merit is clearly enhanced by development of the collaboration.

• A project theme that takes advantage of the strengths of the particular institution(s), justifying the nature of the research in that context.

• A research plan that enhances the research productivity of all faculty and student investigators involved.

• A description of how student involvement in the research project and in the presentation of research results will be fostered; how the research will be integrated with the students' education; how the equipment, if requested, will enhance the research; and educational uses planned for the instrumentation.

• Faculty participants in research and instrumentation proposals are encouraged to include in their "Biographical Sketches“ publications with undergraduate co-authors (with student names labeled by an asterisk).
General Review Criteria

Integration of Research and Education

• NSF staff also will give careful consideration to the following in making funding decisions: Integration of Research and Education.

• One of the principal strategies in support of NSF's goals is to foster integration of research and education through the programs, projects, and activities it supports at academic and research institutions.

• These institutions provide abundant opportunities where individuals may concurrently assume responsibilities as researchers, educators, and students and where all can engage in joint efforts that infuse education with the excitement of discovery and enrich research through the diversity of learning perspectives.

• Integrating Diversity into NSF Programs, Projects, and Activities Broadening opportunities and enabling the participation of all citizens -- women and men, underrepresented minorities, and persons with disabilities -- is essential to the health and vitality of science and engineering.
General Review Criteria

Integrating Diversity into NSF Programs, Projects, and Activities

• Integrating Diversity into NSF Programs, Projects, and Activities
  Broadening opportunities and enabling the participation of all citizens --
  women and men, underrepresented minorities, and persons with
  disabilities -- is essential to the health and vitality of science and
  engineering.

• NSF is committed to this principle of diversity and deems it central to the
  programs, projects, and activities it considers and supports.
Helpful Tips
Find and Read the Funding Opportunity Carefully

### Active Funding Opportunities - Recently Announced

<table>
<thead>
<tr>
<th>Title</th>
<th>Program Components</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ocean Sciences Postdoctoral Research Fellowships (NSF)</td>
<td>12-394</td>
<td>Full Proposal: January 14, 2013</td>
</tr>
<tr>
<td>Ice Coring and Drilling Program for the Office of Polar Programs</td>
<td>13-303</td>
<td>Full Proposal: January 22, 2013</td>
</tr>
<tr>
<td>Interdisciplinary Behavioral and Social Science Research (IBSS)</td>
<td>12-016</td>
<td>Full Proposal: January 23, 2013</td>
</tr>
<tr>
<td>Interdisciplinary Research in Hazards and Disasters (ISSN)</td>
<td>12-010</td>
<td>Full Proposal: February 4, 2013</td>
</tr>
<tr>
<td>National Robotics Initiative (NRI)</td>
<td>12-007</td>
<td>Full Proposal: December 11, 2013</td>
</tr>
</tbody>
</table>
Start Early

• Note the application due date

• Start at least **6 months** before that date and finish the draft at least **1 month** before the due date

• For optimal efficiency, when time does not permit to write the project description, work on the more formulaic parts of the application

• Have your institution craft a **very strong impact statement** or take the existing one and **personalize it** for your specific situation

• Write the Project Summary **last** and allow time to revise and finesse

• Get **strong** letters of commitment from external service providers or collaborators

• Finish early and allow plenty of time for internal peer review by specialists and non-specialists and revision.

• Make sure the peer reviewers receive all components of the grant including letters of commitment and impact statements
Ask For Assistance from your EPSCoR Colleagues