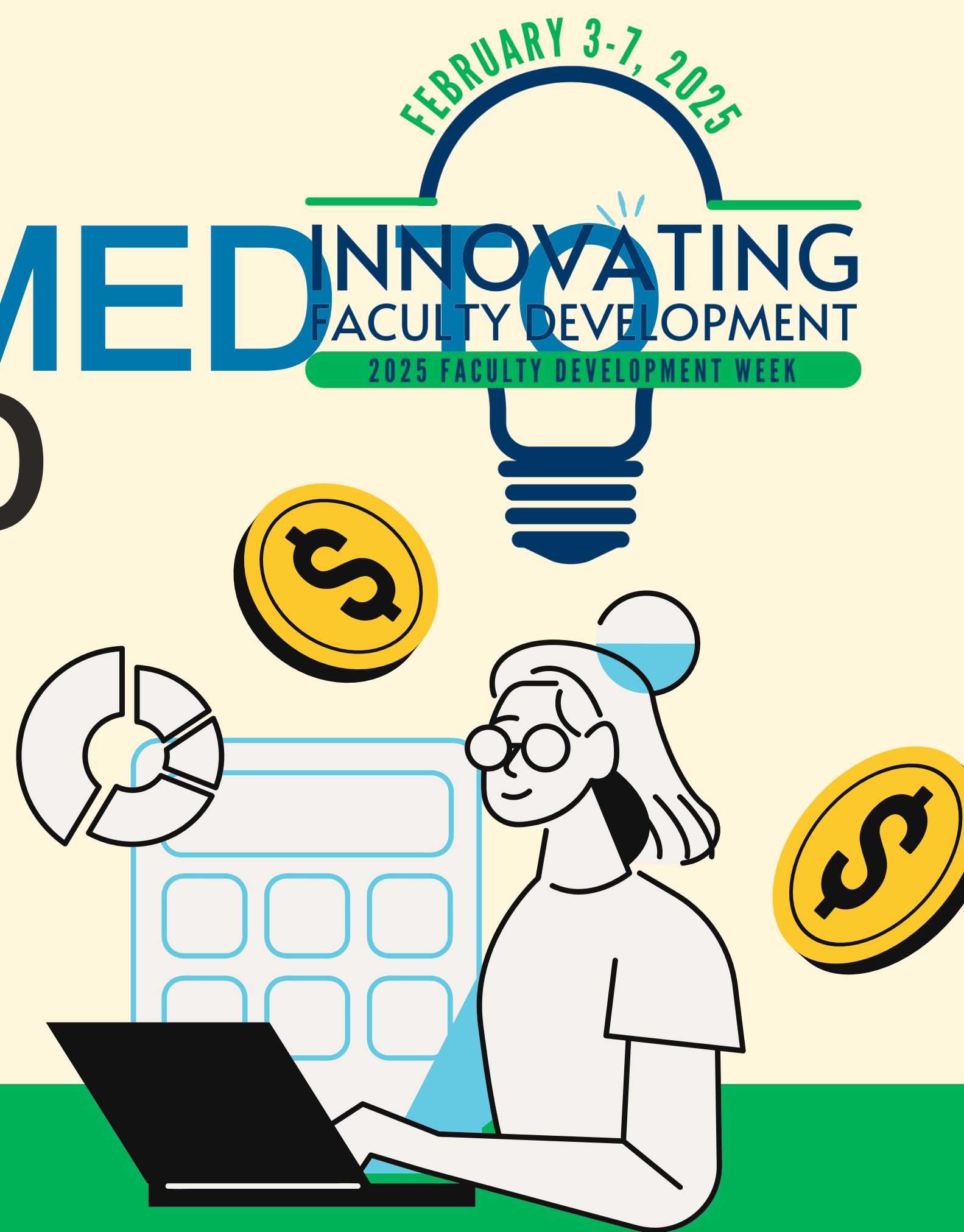


# OVERWHELMED EMPOWERED

Time Management and  
Delegation for Grant Proposals

University of Houston  Clear Lake  
Sponsored Programs



# LET'S STA WITH AN ACTIVITY

- Everyone will work together
- Plan a 4th of July cookout/BBQ
- As of right now, it is 8am on July 3rd



# DELEGATION

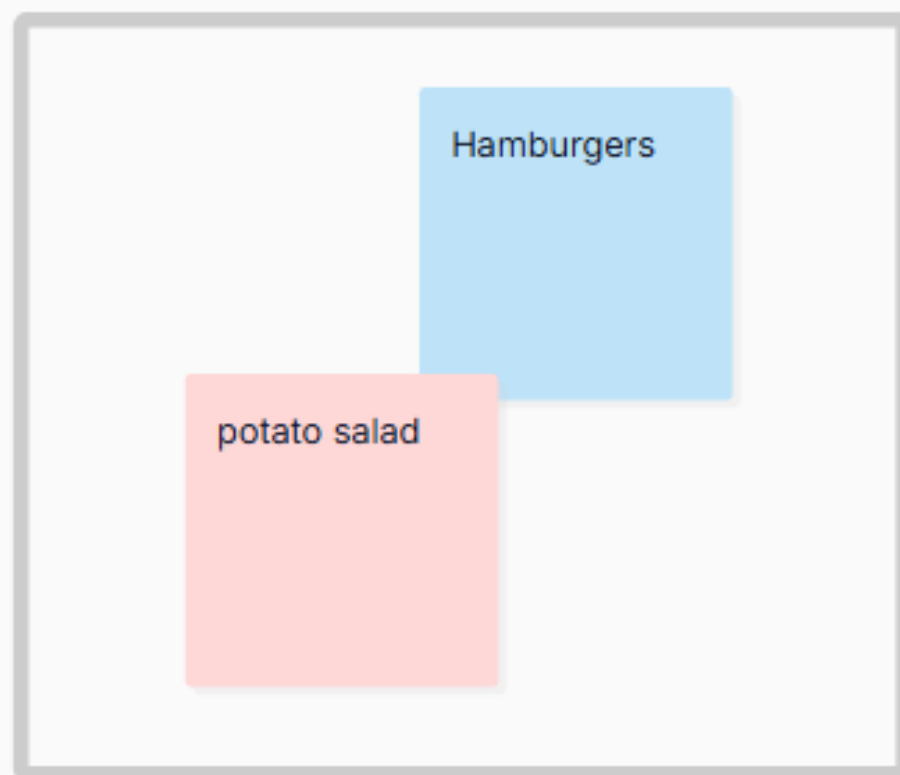
## WHO IS BRINGING WHAT?

**SIGN UP!**

- Assign specific tasks to your team.
- Who's in charge of the grill?
- Don't forget the ice!



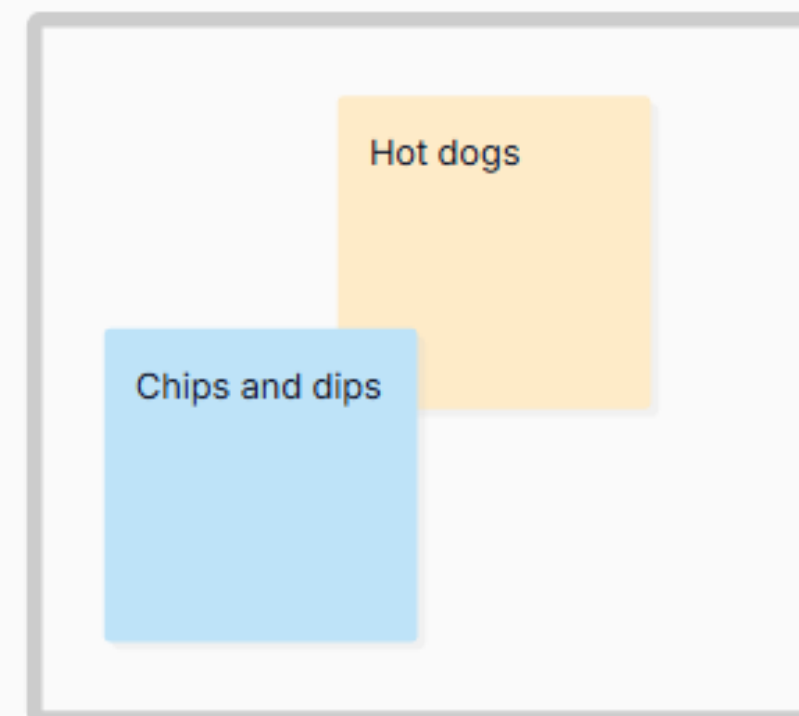
Teammate 1



Teammate 2



Teammate 3



Teammate 4



Teammate 5





# TIME MANAGE

## HOW LONG AND WHEN SHOULD YOU START?

- How far ahead of time to you need to start prepping your dish?
- What time should you fire up the grill?
- HEB is probably very crowded on July 3...

July 3

Morning

make pasta  
salas, chill

buy coke zero,  
ice it

buy raw  
veggies

Afternoon

Bake the cake

Bake the pie

sparklers

plates,  
napkins,  
spoons, forks,

Cups

Evening

Purchase  
champagne &  
OJ, Ice cream,  
and water

prep potato  
salad

choose party  
outfit

Buy hotdogs,  
buns, chips  
and dip

July 4

Morning

wash and  
assemble  
veggie tray

Afternoon

Pack my  
cooler & my  
other items

prep burgers

prep hotdogs

plate pasta  
salad

Buy ice

Evening - Party starts at 6pm

attend the  
party

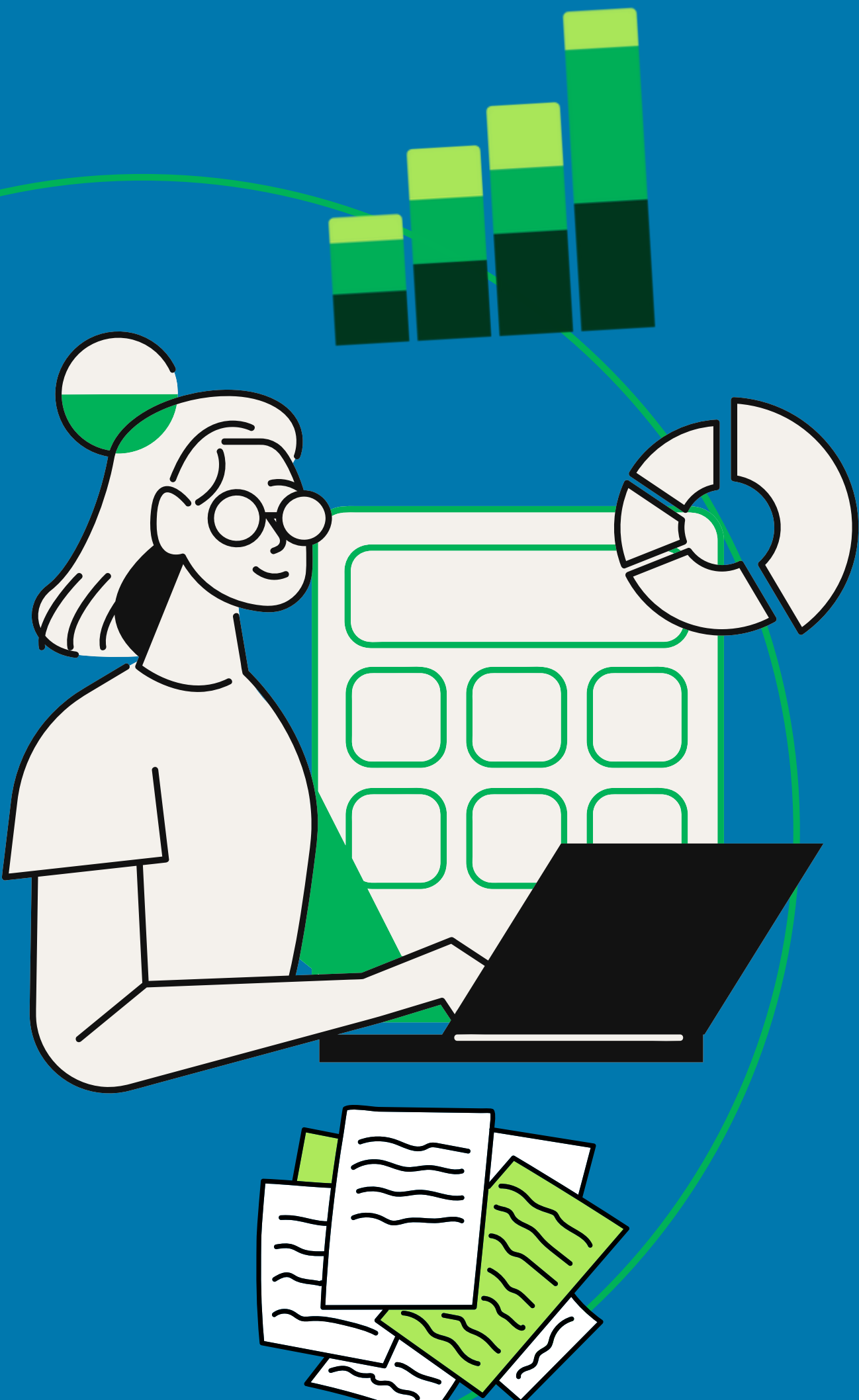
arrive at party  
on time, leave  
in an hour

# DISCUSSION

## ACTIVITY

## TAKEAWAYS





# APPLICATION TO GRANT PROPOSALS

Let's translate party planning to proposal  
planning



# DELEGATION

## WHO IS DOING WHAT?

**SIGN UP!**

- Assign specific parts of the proposal to your team.
- Who's in charge of the data management plan?
- Does everyone have a biographical sketch?



# DELEGATION

## MAIN NARRATIVE

National  
Science  
Foundation

Department of Education

- A. Significance \_\_\_\_\_
- B. Quality of Project Services \_\_\_\_\_
- C. Quality of the Project Personnel and Management Plan \_\_\_\_\_
- D. Adequacy of Resources \_\_\_\_\_
- E. Quality of the Project Evaluation \_\_\_\_\_
- F. Required Project Assurances \_\_\_\_\_
- G. Competitive Preference Priority 1 \_\_\_\_\_
- H. Competitive Preference Priority 2 \_\_\_\_\_

Introduction

Goal & Objectives

Project Work Plan

Evaluation Plan

Broader Impacts

# DELEGATION

## ADDITIONAL DOCUMENTS

National  
Science  
Foundation

Department of Education

Human Subjects Narrative

Resumes

GEPA form

Evidence of Effectiveness form

Facilities, Equipment and Other  
Resources

Senior/Key Personnel Documents

Data Management and Sharing Plan

Mentoring Plan



# TIME MANAGE

## HOW LONG AND WHEN SHOULD YOU START?

- How far ahead of time to you need to start the literature review?
- When does your ORSP contact need to see first drafts?

# DISCUSSION

## WHAT WORKS FOR YOU?





# BEST PRACTICES

## TIPS FROM HANOVER RESEARCH

Webinar: What Deadline?! Keeping Yourself and Others on Task in Grant Development, Hanover Research,  
10/31/2024

# BEST PRACTICES

## TIPS FROM HANOVER RESEARCH

6-12 MONTHS OUT 4-6 MONTHS OUT 3 MONTHS OUT

- Develop idea/plan
- Identify potential collaborators
- Assemble your team
- Create proposal development task list and timeline

- SMART Goals & Objectives
- Identify need & consult literature
- Coordinate with ORSP
- Delegate tasks
- Develop budget
- Formalize partners
- Develop outline

- Draft full proposal
- Coordinate internal and external reviews
- Request biosketches/CVs
- Develop supplementary documents

# BEST PRACTICES

## TIPS FROM HANOVER RESEARCH



### DO'S

Start early and set achievable milestones

Talk to a program officer early in the development process

Build in opportunities for internal and external reviews



### DON'TS

Begin without verifying that you have time to dedicate

Wait until the last minute to loop in ORSP

Plan to submit exactly on the deadline



# THANK YOU!

## QUESTIONS?

University of Houston  Clear Lake

Sponsored Programs

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(281) 283-3015

