

GETTING READY TO PREPARE A PROPOSAL

- Review Program Solicitation to understand the Program's goals, areas in which support is available, and proposal requirements.
- Convene a "working group" from various STEM departments to discuss the goals and guidelines, including representatives of student affairs and business affairs.
- Prepare a timeline for completing components of the proposal and the final proposal.
- Have group gather information and data needed to help assess your institution's strengths and weaknesses in each of the areas supported, including curriculum reform, faculty development, student support, undergraduate research, and equipment and instrumentation.
- Have group identify potential areas for focus for your institution's proposal, based upon an analysis of the information and data gathered, the institution's long-range STEM plans, and existing externally-funded STEM proposals.
- Research current "best practices" for these focus area to identify strategies that might be adopted/modified.
- Establish baseline information/data in each focus area upon which specific objectives are to be formulated and from which progress is to be measured.

PREPARING THE PROPOSAL

- Formulate overarching goal(s) identify specific measurable objectives that are linked to the goals and to the areas on which the proposal will focus.
- Describe strategies for achieving each objective as well as indicator of progress for each.
- Develop an evaluation plan for determining the effectiveness of the strategies in achieving each of the stated objectives.
- Describe the organization and management plan, identify the roles and responsibilities of:
 - (1) Key personnel to be involved in the project and,
 - (2) Internal and external advisory groups, including their composition
- Prepare an organizational chart, showing the relationship between the various groups and individuals involved.
- Prepare a timeline that reflects key milestone related to project implementation, including meetings of advisory groups and submission of required annual progress reports.
- Circulate draft proposal for final comment by members of the working group, key administrators, and Office of Sponsored Programs.
- Prepare budget for proposal that includes significant support for students and that is not heavily focused on adding new faculty.
- Discuss proposal and budget with appropriate academic and business office administrators.
- Prepare final proposal and budget for submission to NSF via *FastLane* at least two weeks before deadline.
- Make certain Office of Sponsored Programs submits proposal via *FastLane* at least one week before deadline.