



National Science Foundation Preparing to Write a TCUP Proposal

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Important Steps



- Make sure your organization is registered with [grants.gov](https://www.grants.gov) or [research.gov](https://www.research.gov) and you have a valid SAM and UEI (unique entity identifier) number
- Make sure your organization is eligible to submit a proposal to NSF or meets the eligibility requirements specified in the applicable solicitation

Know your community



What needs or wants have been identified?

Who identified specific needs?

Are those needs supported by the institution?

Have those needs been discussed with all of the stakeholders?

Are the needs justifiable and reasonable?

Do you have qualified faculty/staff?

Who will be your PI (principle investigator)?

Does that person have the qualifications and knowledge of the project needed?

Have you worked with your accounting office to determine the budget?

Does your accounting office have the staff needed to manage a large NSF grant?

Develop Goals and SMART objectives

Do you have one or more goals identified? Goals are broad (pie in the sky) ideas. Why are you needing funds for your project?

Objectives support the goal(s)

Develop SMART objectives. Specific, measurable, achievable, relevant, and time bound (more on this in a later presentation)

Proposal Basics

Keep the due date in mind

Do not exceed the 15-page limit (unless otherwise specified)

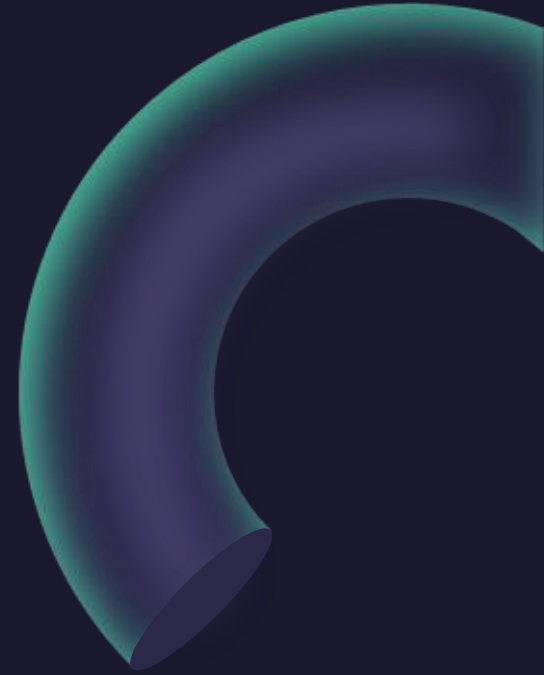
Follow all directions

Make sure all senior personnel has a biographical sketch and a current and pending support in SciENcv that you upload to research.gov or grants.gov

The 1-page Project Summary contains an overview, a statement on the intellectual merit of the proposed activity, and a statement on the broader impacts of the proposed activity

Project Description contains a separate section labeled "Broader Impacts". The "Broader Impacts" section header appears on its own line

- Thoroughly review the Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 23-1)
- Plan to prepare a Data Management and Sharing Plan (The types of data, samples, physical collections, software, curriculum materials and other materials to be produced in the course of the project) If your proposed project will not produce data, you must include a document justifying this in place of the data management and sharing plan.
- Plan to prepare a document listing Facilities and Other Resources that will contribute to your project. This section of the proposal is used to assess the adequacy of the resources available to perform the effort proposed to satisfy both the 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, and subawardees will provide to the project, should it be funded.



Logic Model



Bay Mills Community College

Practice: *Build Capacity within the Associate of Science Degree Program*

Program Action - Logic Model

