SECRETS TO SUCCESS:
How to Submit a UTCM Proposal

September 1, 2009

How to Get UTCM Funding

- PP due by September 16, 2009
- Types of Projects
  - Research (inc. Education, Tech Transfer)
  - Education
  - Technology Transfer

Research Focus Areas

- Coast-to-coast and border-to-border mobility
- Rural public transportation
- Congestion management and mitigation
- Innovative financing

Helpful Hints
Preliminary Proposals

Follow the Format!
- [http://utcm.tamu.edu/funding/rfpp.stm](http://utcm.tamu.edu/funding/rfpp.stm)
- 2 page limit
1. Project Name:
2. Participants
   - List the name and complete contact information of the PI and all co-PIs.
   - Only one PI.
   - Must show time for the PI and all co-PIs on the budget.

Helpful Hints
Preliminary Proposals

3. Is this a research, education, or technology transfer project, or a combination?
   - CLEAR LINK to one or more FOCUS AREA(s)
   - Research - student involvement, T2 component
   - Education - check on feasibility
   - T2 - outreach, conferences, etc.
4. Who are the project participants? Which agencies, departments or academic units are involved?
- Build relationships with TTI/academic units
- Provide $$$ for participants (leveraged or UTCM)
- Realistic participants list

5. Why is this project important? What are the long-term implications of the project?
- Potential for activity beyond grant
- Does it build on existing programs or partnerships?
- Does it create new programs or partnerships?
- What are the related projects?
- How is it novel / complementary to existing research/education/T2 on this topic?

6. What are you going to do? How will each project participant be involved?
- Who does what and when?

7. How will project results be used?

8. How will you tell or show your results to others? Include a description of project deliverables and the timeline for delivery.
- Make sure you have a reasonable timeline!!!

9. How will you involve students?
- Meaningful student involvement

10. How much will you spend (including indirect costs)? Will additional sources of funds (leveraging) be available? If yes, how much and from what sources? Indicate whether leverage will be in cash or in kind.
- UTCM encourages leveraging
- What is / is not leverage
- Difference between leverage / related research
- Budget form
Helpful Hints: Political Reality

- Earmark considerations
- Do what you say you will do

Helpful Hints: Budgets

- Budget Worksheet on RFPP web page
  - http://utcm.tamu.edu/funding/rfpp.stm
- Suggested for use on Preliminary Proposals
- Do not submit the form; use for estimation only
- Help in completing a budget estimate:
  - TTI RDO – (Susan Adams) 5-9862

Budget DOs

- Include time (direct or leveraged) for every person named on the project
- Graduate and undergraduate salary support is encouraged
- Use the going rate for assistantships in your department
- Tuition automatically included as a separate item, pro-rated for the % effort on the project
- Show alternate sources of funding for a student as leverage

Budget DON’Ts

- No Computers, Printers, etc.
- No Permanent Equipment
- No Foreign Travel

Timeline (utcm.tamu.edu/funding)

- Sept 16 PP Submission Deadline
- Sept 22 - Oct 9 Executive Committee and Advisory Board Reviews
- Oct 19 Executive Committee Selects Projects for Formal Proposals
- Nov 16 Formal Proposal Submission Deadline
- Dec 11 Notification of Awards

Questions?

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utcm.tamu.edu