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University of Tennessee Institute of Agriculture Sponsored Programs Office

2017 January

# Office of Sponsored Programs Newsletter

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## Message from the Director

**> Happy New Year!  
Hope everyone  
enjoyed the holiday  
break !**

Will Helmrath has  
included an article

about the Heilmeier Catechism and how it can help you in developing proposals that address program officer's questions. If you want help creating Gantt charts, Will has the experience and availability to help. Courtney Holbert has included an article on questions you need to consider when looking for funding. If you need help identifying funding opportunities remember our office is available to help and a link to our major funders are included in this newsletter.

We thought we would try something a little different to enable our investigators to get to know each other a bit better. We hope this will help with collaboration ideas. The Dean's

selected Drs. Tolbert, Jurat-Fuentes and Keel for us to showcase in this issue.

Kathy Dalton, who many of you know, is our OSP Coordinator we have highlighted in this issue. Feel free to stop by our office and visit with us and discuss your ideas for your next grant submission.

Don't forget to check out the Compliance Corner for upcoming informational opportunities. Remember if you have questions regarding compliance issues you may always reach out to Jane Burns the Institutes' Compliance Officer.

We would like to include more articles/tips from our Investigators. If you have suggestions for content, please let us know.

Thank You,  
*Debbie Hampstead*

## > Basic questions to help frame your proposal

Have you heard of the “Heilmeier Catechism?” In a nutshell, it is a series of basic, yet extremely important questions that should be addressed in any pitch, whether in an abstract or full proposal. These questions were developed by George Heilmeier, a Defense Advanced Research Projects Agency (DARPA) director in the 1970’s. DARPA leadership requires these answers from their program managers when they propose programs and, in turn, the program managers need to easily identify the answers to these questions from the projects proposed by principal investigators.

Even though a DARPA proposal is not on our frequent to-do list, answering these questions may help to frame proposals for other sponsors such as USDA, DOE, NSF, NIH, etc. Some agencies boil the answers to these questions down to required quad charts or executive summaries.

### Heilmeier’s questions:

- **What are you trying to do?** – Articulate your objectives using no jargon.
- **How is it done today, and what are the limitations of the current practice?** – What is the current state-of-the-art? Why is it insufficient? Set the stage for your new approach.
- **What is new in your approach?** – How does your approach differ and why do you think it will be successful?
- **Who cares? If you are successful, what difference will it make?** Identify the immediate stakeholders and why the project’s success is important to the funding agency and its mission.
- **What are the risks?** – Are there risks to your approach? What are the potential contingencies/“Plan B”? What is the payoff of successful completion?
- **How much will it cost? How long will it take?** – Project length and budget considerations are always a factor. The timeframe and budget need to be reasonable compared to the scope of the work.
- **What are the midterm and final “exams” to check for success?** – How are you ensuring that your project is staying on track for the proposed end date? What are your milestones and deliverables and when are they set? Using a Gantt chart can help illustrate the timeline.

### References/Resources

- \* [Heilmeier’s Catechism](#)
- \* **Gantt chart in Excel** (Note: this is one of several ways and programs that can be used to create a Gantt chart. I would rate this method as intermediate difficulty. Specialty programs, such as **Microsoft Project**, may be easier to use once you overcome the initial learning curve. The downside to these specialty programs is that not everyone has them and, therefore, they are harder to use in collaboration with others.)

Feel free to contact me at 974-7353 or [wch@utk.edu](mailto:wch@utk.edu) with any questions or if you need help with your Gantt chart.



### > Office of Sponsored Programs spotlight is on Kathy Dalton

Hi, I'm Kathy Dalton. I just celebrated my 30th year at UT and I've been on the Ag Campus for the last 16 years. I have worked for pre-award for the last 7 years and have enjoyed working with everyone. I'm married to Mike, together we have one son – David. David is in the US Air Force, his wife Çağnur and our grandson, Jack, are currently living in Mildenhall, England.

I love being a mamaw and visiting our son and his family, wherever they are located. In my spare time I enjoy traveling, touring wineries, reading, enjoying the great outdoors, having fun with family and friends and helping others.



**Katie Tolbert**, [orcid.org/0000-0001-8725-9530](https://orcid.org/0000-0001-8725-9530)

Dr. Katie Tolbert completed her veterinary degree and small animal medicine and surgery internship at the University of Georgia. She then completed a small animal internal medicine residency at North Carolina State University. Following her residency, she pursued a Ph.D. in Comparative Biomedical Sciences at North Carolina State University. She is currently a UTCVM Small Animal Clinical Sciences Assistant Professor. Her clinical research program is focused on small animal gastroenterology with a specific interest in the investigation of the efficacy of anti-secretory drugs and gastroprotectants and the rationale for their use in the treatment of acid-related disorders, organ failure, and inflammatory diseases in companion animals. Her basic science research program is dedicated to characterizing the pathogenic mechanisms of feline *Tritrichomonas foetus* infection and exploring novel therapies to prevent and/or ameliorate *T. foetus*-induced colitis.



**Juan Luis Jurat-Fuentes**

Dr. Jurat-Fuentes is originally from Valencia (Spain), where he obtained his MS in Genetics from the University of Valencia, and came to UTIA from the University of Georgia, where he obtained his PhD in Entomology. He is currently an Associate Professor in the area of Insect Physiology and Molecular Pathology in the Department of Entomology and Plant Pathology. His research interests are focused on the insect digestive system as a target for novel bioinsecticides and as a prospecting resource for new enzymes of industrial interest, specifically enzymes to digest plant biomass during ethanol biofuel production. His expertise is on the mode of action and resistance mechanisms against insecticidal proteins from the bacterium *Bacillus thuringiensis* (Bt). These Bt proteins are considered the most important bioinsecticide worldwide and are also produced by transgenic crops. The goal of Dr. Jurat-Fuentes' research is to understand and improve Bt proteins to develop more efficacious and sustainable insecticidal technologies. Dr. Jurat-Fuentes serves as Editor for PLoS ONE and in the Editorial Board



of Applied and Environmental Microbiology. He has received diverse research awards, most notably the Dupont Young Professors Award. His research has been funded by USDA-NIFA, NSF, SunGrant, and private industry partners. In his spare time Dr. Jurat-Fuentes likes to play soccer and dance social Argentine tango. He is Faculty advisor to the Vol Tango student club at UT.



**Martha Keel**

Dr. Martha Keel has served as a professor in the UT Extension Department of Family and Consumer Sciences for more than 34 years. An Extension Specialist in the area of Environmental Health and Housing, Dr. Keel is recognized as a national leader in the healthy homes movement. Chief among her accomplishments in the field is the formation of the Tennessee Healthy Homes Partnership, a statewide group of professionals and organizations committed to "improving Tennessee lives by improving Tennessee homes." The mission of the Partnership is in perfect harmony with Family and Consumer Sciences' passion to strengthen and support Tennessee families. Of the many changes Dr. Keel has experienced during her Extension career, none is as important as Extension's decision to seek outside funding for programs. Grants and contracts were not part of the Extension culture until the 1990's. At that time, Dr. Keel was among the first of the FCS faculty to successfully seek and acquire grant dollars. Since then, she has been awarded funds totaling almost \$5,000,000.





### > How to Select the Correct Funder/Request for Proposal (RFP) for Your Idea or Program

Money! It is a word that brings certain images to mind. It can definitely bring joy and unlock doors for your program, project idea or novel concept. But, how do you get the grant money? It seems some days that we search aimlessly for that first successful proposal. However, it does not have to be as hard as you may think. Here are some tips for choosing the correct RFP and funder for your program or concept:

**Start with the end in mind.** Who? What? When? Where? How? These are the questions you need to answer, but, always try to craft your project description by thinking about marketing your new product to a potential buyer. I always ask myself, “What would I want to know from someone if I had \$100,000 to give away?” I would want a story about how your concept or program is going to change many lives and/or the world. Use personal success stories, pictures or dynamic graphics to get the point across. The less words the better. Remember a picture is worth a 1,000 words!

**Who cares about this problem I am addressing?** Once you have your story idea or concept together, look for the right funder. Whether it be a local foundation, national organization, corporate entity or federal agency, you have to TALK TO PEOPLE! Pick up the phone, schedule a meeting or ask your fellow co-workers or boss who they know at this organization. Find the right person to talk to and call them. Pitch your idea succinctly and ask for wisdom about how it would fulfill their priorities. This will save an enormous amount of effort and time at the end of the day of sending proposals to people who are not interested in your work. You cannot be afraid to ask for help. The funder will often volunteer more than you could ever read on a website. Plus, you will then have made a positive connection with the funder. The likelihood that they will remember your proposal in the pile of 100s of proposals is much better.

**Read the directions!** This is such a common mistake of new submissions. The request for proposal instructions tell us what the funder wants where. It is our responsibility to understand what is needed in each area. Again, if you do not know what is being asked, ask someone! Reach out to our office and the funder to get the clarity you need early! Time allows for the creativity to make your proposal stand out from the rest.

Og Mandino, author of the bestselling book, *The Greatest Salesman in the World*, once said, “Failure will never overtake me if my determination to succeed is strong enough.” So, I encourage you to try today. Our office is here to help you succeed. Reach out to [aggrant@utk.edu](mailto:aggrant@utk.edu) or [Extensiongrant@utk.edu](mailto:Extensiongrant@utk.edu) with your 5 key words or an RFP and deadline for your upcoming submission. We would love to help! Just ask.

## #FundingOpp >>>

- **NIH:** [http://grants.nih.gov/grants/funding/funding\\_program.htm](http://grants.nih.gov/grants/funding/funding_program.htm)
- **USDA AFRI:** <https://nifa.usda.gov/page/search-grant>
- **NSF:** <http://www.nsf.gov/funding/index.jsp>
- **Grants.gov:** <http://www.grants.gov/>
- **Rural Assistance Center:** Various TNFunding Opportunities at <http://www.raonline.org/states/tennessee/funding>
- **Philanthropy News Digest (Foundation Center):** <http://philanthropynewsdigest.org/>
- **Morris Animal Foundation:** <http://www.morrisanimalfoundation.org/researchers/>
- **Grant Resources in Science, Math, and Integrated STEM:** <http://www.cesa2.org/programs/stem/STEMgrants.cfm>
- **Non-NIH Opportunities for Predoctoral & Graduate Researchers:** <https://www.fic.nih.gov/FUNDING/NONNIH/Pages/predoctoral-graduate.aspx>
- **Postdoctoral Non-NIH Opportunities:** <https://www.fic.nih.gov/Funding/NonNIH/Pages/postdoctoral.aspx>

**Upcoming Learning Opportunity**—Mark your calendar for these learning opportunities:

- Human Subjects/IRB Workshop for New Faculty Members - **Friday, January 13, 1:00 - 3:00 pm in Blount Hall A004** (Dr. Colleen Gilrane, Chair, UTK IRB) *Contact the IRB office at [utkirb@utk.edu](mailto:utkirb@utk.edu) or (865) 974-7697 if you have any questions.*
- UTIA Lunch and Learn - IT Security - **Wednesday, February 15, Noon - 1:00 pm in PBB 156/157** (Sandy Lindsey, UTIA Chief Information Security Officer)
- UTIA Responsible Conduct of Research (RCR) Workshop - **Thursday, March 23, Noon - 4:00 pm in PBB 156/157** (Drs. Neal Stewart and Stephen Kania) *Workshop will meet the RCR training requirement for participants on USDA NIFA and NSF awards\*.*
  - To view materials and videos from prior UTIA sessions, as well as upcoming events, visit [UTIA Workshops and Learning Opportunities.](#)
  - To learn more about UT Knoxville compliance training, visit [UTK Office of Research & Engagement Compliance Learning.](#)



**\*RCR Requirements** – See [UTIA Responsible Conduct of Research website](#) for information about RCR requirements and the UTIA RCR plan. If you are PI on a USDA NIFA or NSF project (*including Hatch and other capacity funding projects*) and unsure if everyone on your team has met the agency's RCR requirement, contact Jane Burns at (865) 974-7375 or [janeburns@utk.edu](mailto:janeburns@utk.edu).

- To register for CITI Training see [Instructions.](#)

## > RESOURCES

- USDA NIFA Grant Training—<https://nifa.usda.gov/grant-training>
- USDA NIFA 2017 RFA Schedule—<https://nifa.usda.gov/request-application-rfa-schedule>
- NIH Standard Due Dates—<https://grants.nih.gov/grants/how-to-apply-application-guide/due-dates-and-submission-policies/due-dates.htm>
- *Storytelling in Grant Writing* — <http://grants-plus.com/?newswire=summer-2013-gp-newswire-storytelling-in-grant-writing>



**OSP Office Left to Right:** Rumira Khaferaj, Jane Burns, Will Helmrath, Debbie Hampstead, Karin Langan, Cathy Creswell, Kathy Dalton, Shirley Phillips, Courtney Holbert, Traci Stanley

**UTIA Office of Sponsored Programs Facebook & Twitter pages are avenues we use to keep you up to date with the ever changing events in Research Administration.**



An additional source of information is our web page. ([link](#))  
You may submit questions, ideas or suggestions for improvements of our newsletter to [aggrant@utk.edu](mailto:aggrant@utk.edu).

