

ARICE Webinar Proposal Writing

25 April 2019



Grant agreement No 730965

ARICE Webinar Proposal Writing

Organized by APECS

Moderation: Josefine Lenz (APECS, AWI)



Imke Fries (AWI Research Support)

Proposal Writing: A general introduction
Q&A

Nicole Biebow (ARICE project coordinator) and Verónica Willmott (ARICE project manager)

Ship-time proposal writing
Q&A

ARICE / APECS Webinar:

Proposal Writing

Imke Fries, Research Support

AWI Bremerhaven, 25 April 2019

Overview

- Before you start
- The review process
- Time planning
- Typical proposal elements
- Writing the proposal
- More information on Grant Writing

Before you start

Make sure your **project fits the programme!**

- **What does the programme want to fund?**

→ Bottom up vs. Top down

- **Top down-programmes:**

Give them what they want, do not tell them what you need!

„My project will fulfill your agenda“!

NOT: „I need money for my research“

Formalities

- Read the **guidelines!!!!**
- Make sure you have the latest versions!

Formalities

- Register early & get used to the **online submission service**
 - Check what **documents** you will need:
 - signatures
 - reference letters
 - input from supervisor
- **Get them in time!**

The review process

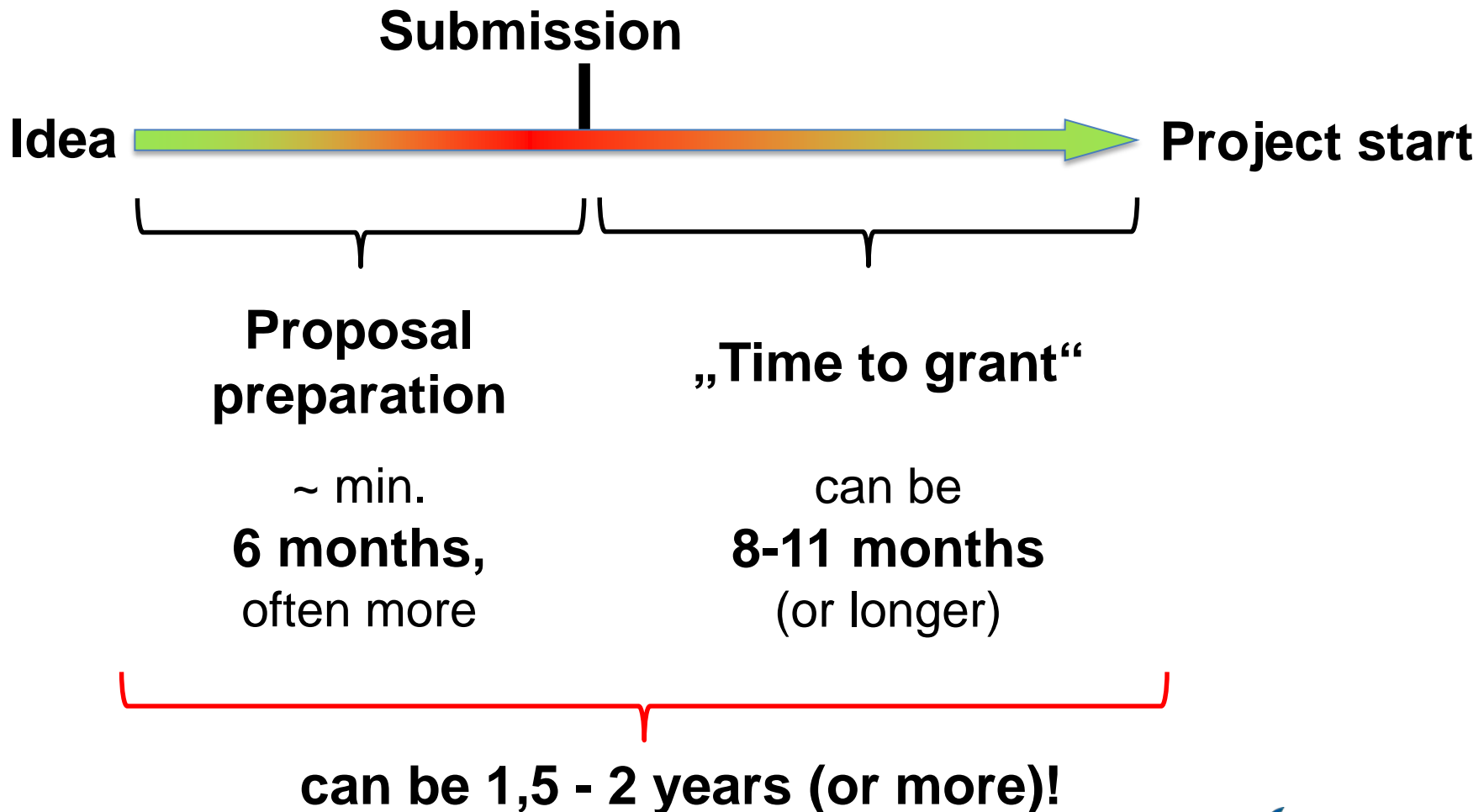
The review process

Usual steps:

1. **Formalities** check by project officer/secretariat
 2. **Project officer/secretariat** sends to external reviewers (= specialists in your field)
 3. **External reviewers** send recommendations
 4. **Review committee** (= maybe from your field, maybe not) decides on priority list
- Even good proposals may be rejected due to **budget restraints**

Time planning

From idea to project start



Typical proposal elements

Typical proposal elements – Overview

- Applicant and proposal data
- Abstract
- State of the art and own preliminary work
- Objectives
- Work plan
- Budget
- Attachments

Abstract

- Used for the selection of the reviewers
- Needs to show:
key question, aims, methods and relevance of the project
- => **Should be written after the proposal!**

State of the art, preliminary work

- General state of the art,
incl. open questions and why they are relevant
- What have **you** already done in the research field
- Cite your preliminary work explicitly!
→ not „*it has been shown that... (reference)*“,
but „*in our previous study we could show that... (reference)*“

Objectives

- **Short** statement of the project's aims
- Ideally: logical consequence
 - your overall aim is to **answer the open questions** you have listed in the state of the art;
 - the **objectives** are the **specific aims**...
 - ...arranged in the way you will **tackle these questions in the work programme**

State of the art



objectives



work programme

Work plan

- **The most important part of the proposal!**
- Should also be the longest part!

Explain **in detail** so that the **reader knows what you want to do:**

- **What** will you do? → work packages
- **How?** → methods, experiments
- **Where?** → field work: exact place/depth etc.
- **When?** → time plan
- **Who?** → which team member
- **Will it work?** → feasibility

CV – „classical“ elements:

- Personal details
- Education
- Degrees
- Working experience
- Publications
- Talks at conferences

CV – elements many applicants forget:

- Expeditions
- Organisation of meetings
- Activities as reviewer > for journals; > for funding organisations
- Membership in scientific societies
- Institutional responsibilities
- Teaching activities
- Supervision of students > mention their successful career
- Prizes / Awards
- Funding received / ongoing grants
- Outreach activities
- Major scientific collaborations
- Patents

Writing the proposal

Think first, then write!

You need to answer the following questions:

- **What is there?** → state of the art, own previous work
- **What is missing?** → open questions
- **Why is it relevant?** → impact
- **What will I do?** → aim of your project
- **How will I do it?** → work plan, methods, time

Reviewer's Perspective

...so **MANY** proposals to read...

- Make it **easy to read** – help them like your proposal!
 - Structure
 - Layout
 - Style

Project structure

- **Show the structure throughout the whole proposal text! („roter Faden“)**
 - Abstract
 - Background / State of the art
 - Objectives
 - Work plan → **Work packages**, diagram (Pert chart)
 - Time plan
 - Budget (if possible)

Proposal structure

- **Use the structure given in the Guide for applicants / [templates](#)!**

Layout

VS.

2.3 Description of Work

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2.3 Description of Work

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Layout

- **Show your key question at the very beginning**
- Figures, maps, diagrams
- Show (sub)headings clearly
- Highlight key words
- Readable font, font size, margins
- Enumerations: use bullet points or dashes
- Eliminate typos

Style

- A **proposal is not a publication!**
- It has a different format:
 - “**advertise**” your project idea
 - Convince the reader: **why should they give you their money?**
 - make it understandable for non-specialists
 - show that you can plan a project
 - make it **easy and agreeable to read!**

Style

- **Avoid long, complicated sentences**
- **Headline numbers:** max. 3 levels (e.g. 1.2.1)
 - titles instead of numbers: “*WP 1: field work*”
- **Use active, not passive**
 - “*I / we will do the research*” – it’s **your** project!
 - **not** “*the research will be done*” (by magic?)
 - **not** “*it is important that X should be developed*”

Style

- **The reader does not know what you know!**
 - Explain abbreviations
 - Always use the same term for the same thing
 - „as mentioned above/below“: say where exactly

References

- Remember: **a proposal is not a publication!**
- References take up space that is better used to describe your project – especially if references count towards the page limit.

Time plan

- Use a Gantt chart (Balkenplan)

	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
WP1: Fieldwork																								
WP2: Experiments																								
WP3: Modelling																								
WP4: Management																								

Feasibility

Show that your project is feasible:

- You have the **knowledge and skills**
- **Equipment** / lab / ship time / IT is available
- **Permissions** will be granted
- You will get the necessary **support** (e.g. logistics for expeditions)

Contingency planning = risk management

- What might go wrong?
- What will you do then? (Plan B)
- Will there be other / at least some valuable results?
- Also mention „low risk“ aspects

Budget planning

- Check the **guidelines** for maximum funding
- **General rule:** costs must fit the project
- **Strategic decision:** smaller projects may fit better in the funder's available budget
- **Budget justification:** as detailed as possible (within the space limit)

Budget planning – cost categories

- Check which **cost categories** are **eligible** in your funding scheme:
 - Personnel
 - Equipment → Maintenance costs
 - Consumables
 - Travel → field work, conferences, lab visits, invitations
 - Meeting / Workshop
 - Publications
 - Subcontracts
 - Data management costs
 - EU: Audits

Budget planning – cost categories

- Often **not** eligible: „Grundausstattung“ („basic funding“):
 - Rooms
 - Standard office / lab equipment
 - Stationery
 - Computer / Laptop
 - Standard software

More information

Good practice: become a reviewer

- If you read many proposals you will see what good and bad proposals look like!
- Working as a reviewer helps you to
 - get to know the review process
 - do networking
- Postdocs can register as EU expert reviewers:
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/work-as-an-expert>

Further reading

- **„The Art of Grantsmanship“**

by Jacob Kraicer

<http://www.hfsp.org/funding/art-grantsmanship>

- **„Funding: Got to get a grant“**

by Karen Kaplan

<http://www.nature.com/nature/journal/v482/n7385/full/nj7385-429a.html>

Contact

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ARICE Webinar

How to write a Ship-time proposal

25th April 2019



www.arice.eu



Nicole Biebow and Verónica Willmott
International Cooperation
AWI, Germany



Grant agreement No 730965

Current calls for ship-time as Transnational Access



ARICE: Access to the ice-covered Arctic Ocean on board of three research icebreakers

ARICE 2019 call for ship-time proposals – NOW OPEN!

RV Kronprins Haakon, NO



IB Oden, SE



MSV Fennica, FI



EUROFLEETSPLUS: Access to a total of 27 research vessels and 9 pieces of marine equipment in a minimum of two calls, COMING SOON!!



Sufficient expertise

Affiliation (1)*: Am I, as Principal Investigator, based at an eligible nation/institution to receive funding through this call?

Affiliation (2)*: are my proposal partners also fulfilling the eligibility criteria?

Cruise length: is my proposal **not exceeding** the number of days offered? Could **additional days be chartered** if agreed with the RV operator?

Eligibility criteria – Am I eligible to apply?



Dissemination*: entitled to and willing to disseminate the knowledge they will generate, unless working for SMEs.

Data management plan?

Training: include an advanced training or educational programme for scientists or technicians.



PART A – GENERAL PROJECT INFORMATION AND APPLICANT DETAILS

forms to be filled-in online:

- General and logistic project information
- Principal Investigator (PI)
- Project partners

PART B – SCIENTIFIC PROJECT DESCRIPTION

A) GENERAL SCIENTIFIC BACKGROUND

current state of scientific knowledge directly linked to the proposed work, including relevant citations. Describe your own preliminary work in the field.

B) SPECIFIC AIMS OF THE PROJECT

Clear description of the scientific objectives to be achieved with the proposed project **highlighting its innovative aspects**. What is the expected **added value** to the present state of knowledge? **Expected outputs** from the proposed work and specific **benefits and impacts** of the research cruise.

Comprehensive description of the work to be carried out on-board:

- Detailed **map of the investigation area**
- **list of stations** (including position and water depths) **and transects.**
- **Realistic timetable** and description of activities in relation to the ship-time requested (with distances to be covered and a calculation of time needed to accomplish) as well as station time.



PART B – 2. WORK PROGRAMME - EXAMPLE

Activity	Position		Depth / Distance	Est. time	Operations
	Latitude (N)	Longitude (W)	(m)/(nm)	(h)	
Transit preferred Port of Departure – Station 1	Horta Start: 38.537 End: 37.930	Start: -28.626 End: -15.820	605nm	60	Underway measurements SST, nutrients
Station 1/Task 1	37.930	-15.820	4283m	2.5	CTD cast
Station 1/Task 2	37.930	-15.820	4283m	3	Multicorer cast
Transect 1	<i>Start:</i> 37.930 <i>End:</i> 35.770	<i>Start:</i> -15.820 <i>End:</i> -13.180	188nm	30.4	Multichannel seismics line
Etc.					

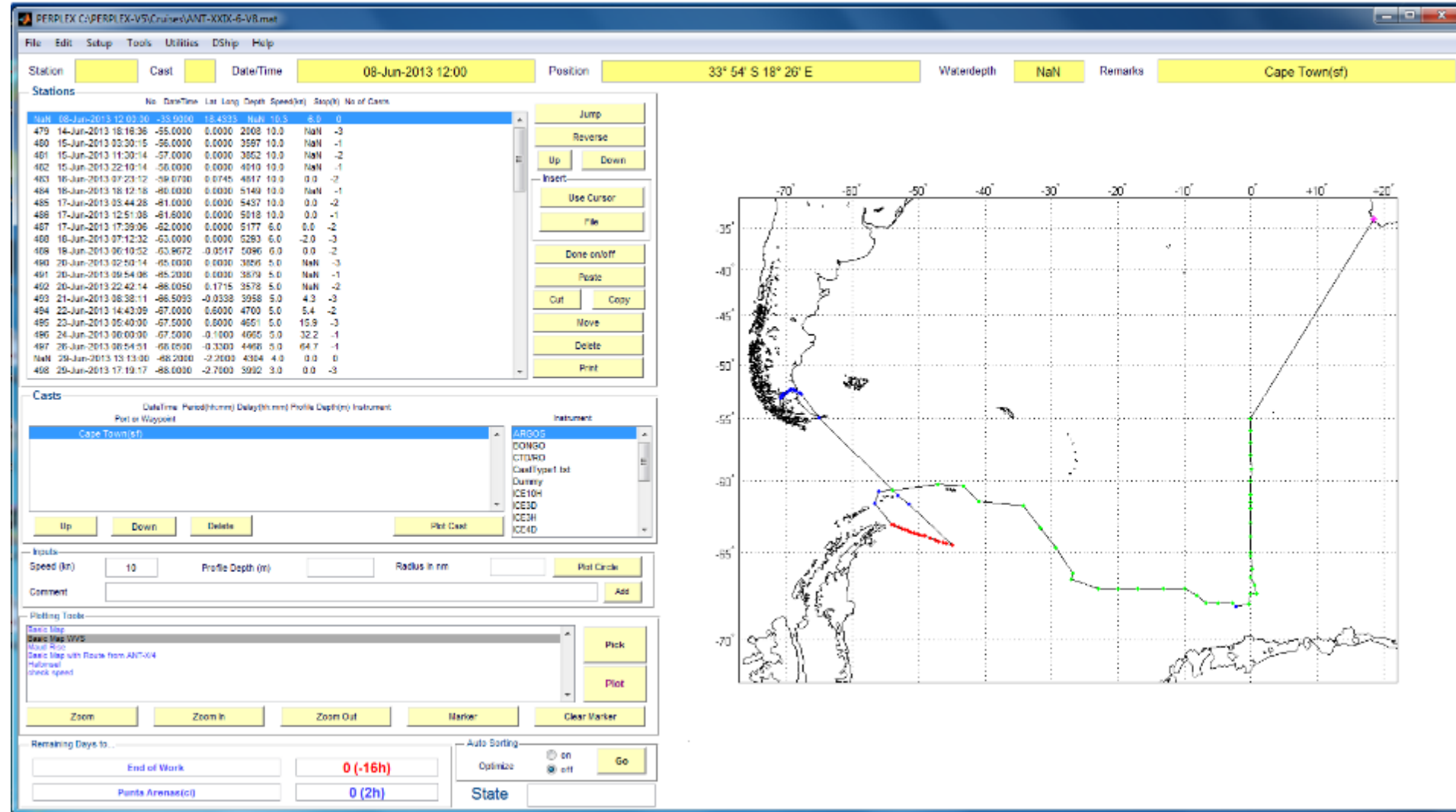
How to calculate station time /transit time

Different Vessel speeds: Open water transit: 10 knots
Bathymetric mapping: 10 knots
Seismics: up to 5 knots
Ice breaking: 1 or 2 knots (depending on ice conditions)

Recommended tool for cruise planning:

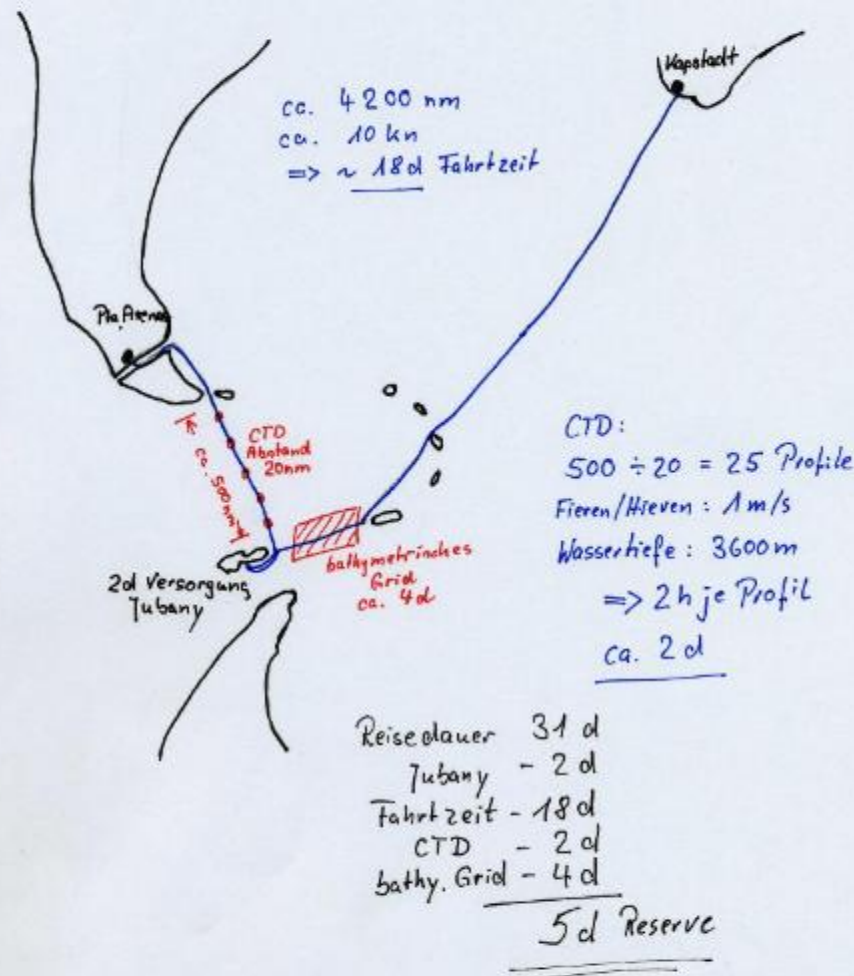
Software PERPLEX (free of charge) (send request by email to veronica.Willmott@awi.de)

PERPLEX Programm for Expedition Route, PLanning and EXecution



Planning a Cruise with PERPLEX using the draft plan

Reise: Kapaadt - Punta Arenas
1. Jan. 06 bis 1. Feb. 06

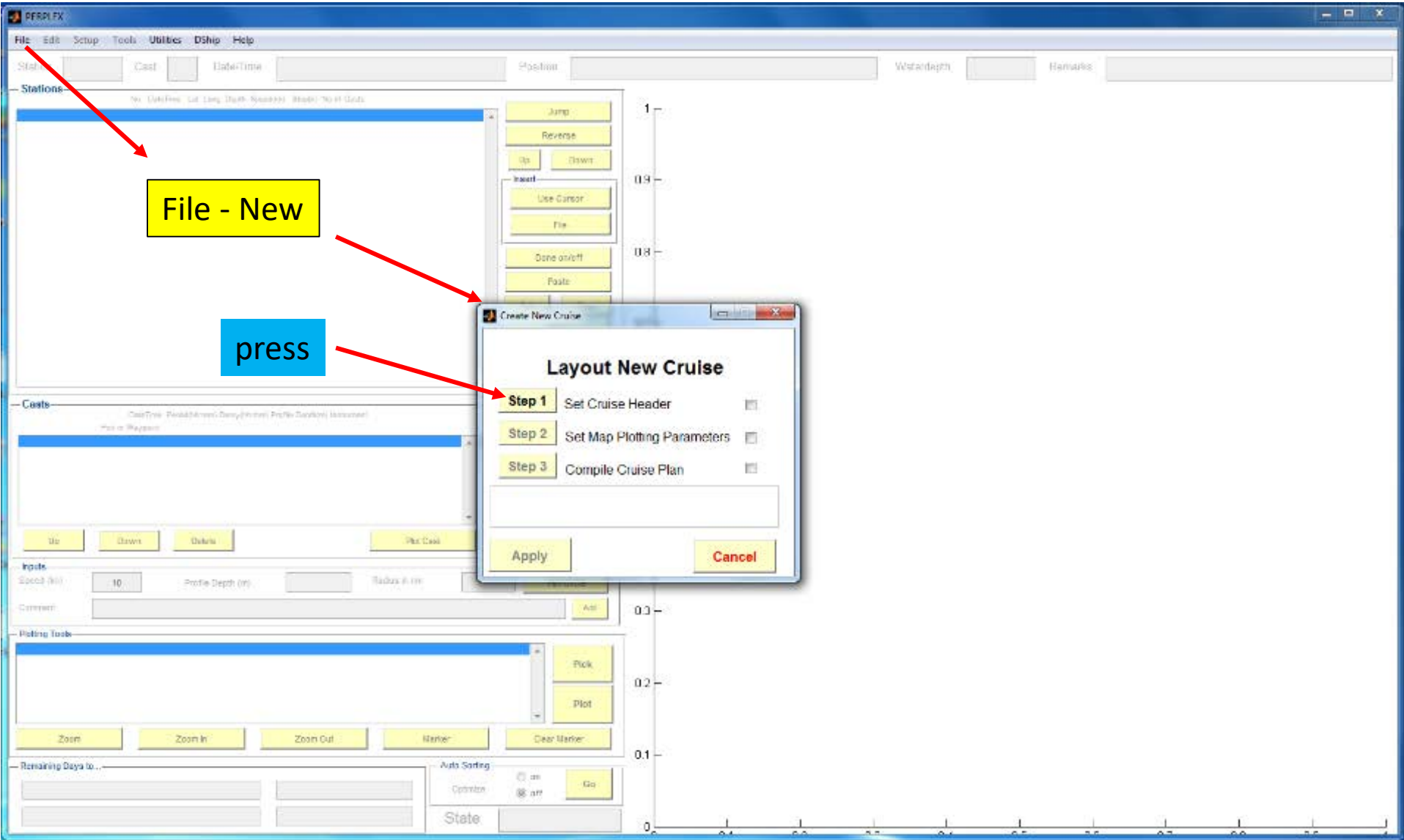


Planning a Cruise includes:



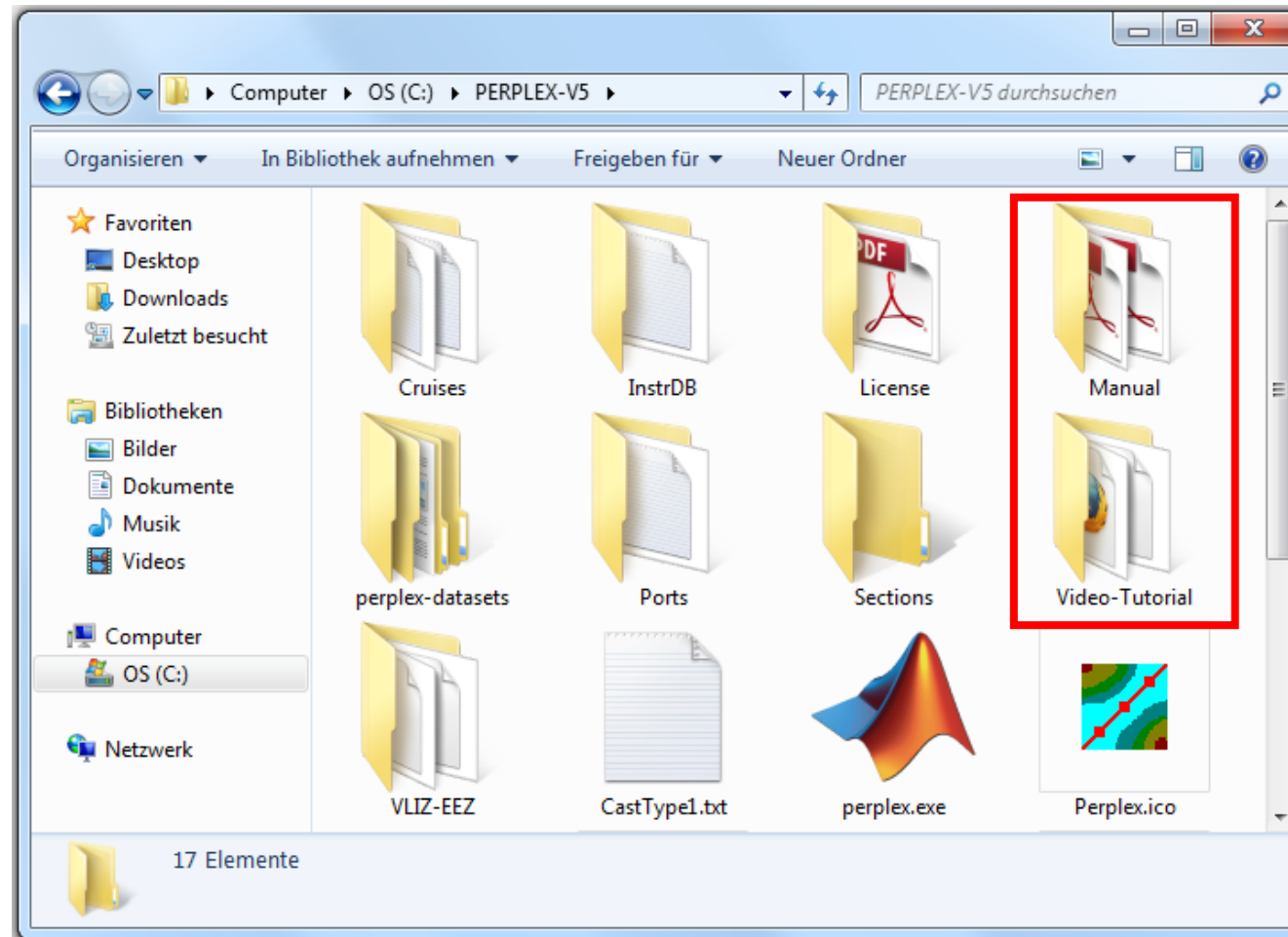
- marking out the course
- calculating the total distance to go
- determine the latitude and longitude of stations along a transect
- getting water depth from bathymetric chart
- estimating time at stations for up- and down cast
- estimating total time to go
- summarizing the cruise plan
- updating

Create New Cruise



Complete Cruise Plan: Manual and Video-Tutorial

Further help and instructions can be found in the Manual- and Video-Tutorial folder



Clear description on how the proposed topic will be able to:

- **contribute to societal needs**, by i.e. **addressing critical issues** related to climate change, environment or any other benefit for society.
- **enhance innovation capacity**; create new market opportunities, strengthen competitiveness, if appropriate.

Explain the **dissemination activities** planned within the project, i.e. to inform the general public about your research cruise and the research that will be performed.

PART B – 4. PI, PROPOSAL PARTNERS AND USER GROUP



Expertise and track record of the Principal Investigator and proposal partners.

On-board team: Number of people and assigned tasks. Match the expertise of your team in relation to the objectives and work to be carried out. Provide information on the “remote participants” participating on data or sample treatment.

No.	Name	Gender	Affiliation	Early career/information*	On-board tasks
1	Fred Flintstone	M	NIOZ, NL	Early career	PI, Sedimentologist
2	NN, Student	F	FMI, FI	In formation	CTD work, Nutrient analysis
	Etc.			No	Seismics watch



- Technical equipment necessary to carry out the proposed work and its availability.
- Give a detailed outline and timeline of how and when gathered data and samples will be analysed, taking into account additional funding sources.
- Describe, if applicable, if there is “own equipment” or complementary funding available to support the research cruise.
- Describe how the knowledge gained through the cruise will be disseminated and where gained data will be stored.

PART B – 6. NATIONAL, INTERNATIONAL AND INDUSTRIAL COLLABORATION

If applicable:

- Provide information on **how your proposed project is embedded into other larger research projects** or programs on a national or international level.
- If applicable, please describe how **new user groups** with limited access to marine infrastructure will be integrated.
- If applicable, please provide information on **collaboration with industry.**

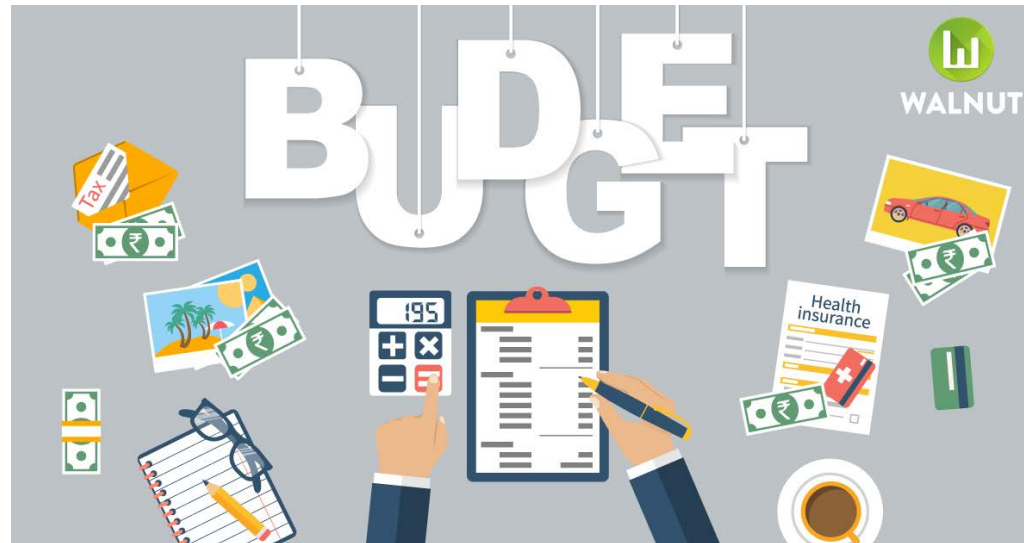


PART B – 7. TRAINING OF EARLY CAREER SCIENTISTS

Information on how you will **support the training of young scientists** in the frame of your project, pre-, during and/or post-cruise, and if you will devote berths to early career researchers/scientists in a training role.



Detailed and realistic budget of expenses incurred in relation to travelling of cruise participants and possible shipment of (own) equipment to the preferred port of mobilisation and back from the port of demobilisation.



RECOMMENDATIONS:



1. FOLLOW THE INSTRUCTIONS

- Maximum number of pages, font size, spacing, ..

2. CHECK THE VESSEL DESCRIPTION AND INCLUDED EQUIPMENT

3. IF YOU HAVE QUESTIONS: ASK!

4. KEEP IN MIND THE SPECIFIC EVALUATION CRITERIA WHILE DRAFTING YOUR PROPOSAL

- Check that all points are addressed

5. MAKE SURE YOUR WORK PLAN IS FEASIBLE (including contingency plan for bad weather)

6. RESPECT DEADLINES



ARICE Webinar Proposal Writing

Thank you very much and
good luck with your proposals!



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