



2020-2021 Grant Writing Workshop and Pop-up Series

Pop-up 2.2 Identify Stakeholders



Welcome

- Guest(s)

- Dr. Heiko L. Schoenfuss
 - Professor of Biology and highly experienced grant-getter

- Co-Presenters

- Bemidji: Jenna Trisko, Grants Specialist
- Mankato: Kristel Seth, Director of Research and Sponsored Programs
- St. Cloud: Jodi Kuznia, Director of Research Development
 - Megan Robillard, Associate Director of Research Development
- Winona: Brett Ayers, Director of Grants & Sponsored Projects
 - Katie Subra, Grants Specialist

Worksheet: Identify Your Stakeholder

- Many roles depending on the scope of the project
- Consider the experts you will need to be competitive
- Think about how the leadership of your project will occur
 - Who will manage each aspect?
 - How will communications occur?
 - What if there's conflicts?
- Other things to consider??

Principal Investigator

Principal Investigator (PI)

Champions the project, leads proposal development and is responsible for implementation

- *Engaged throughout the project and responsible for carrying out the requirements of the grant project or program.*
- [Redacted]
- [Redacted]
- Originates the idea for research or project
- Studies sponsor guidelines and submission instructions
- Develops the implementation plan for the research or project, including personnel needed for project and corresponding effort requirements
- Authors the proposal components required by the funding opportunity based on the implementation plan
- And the list goes on...

Co-Investigator(s)

Co-PI(s)

Jointly responsible for the project and actively engaged throughout the entire project

- *Jointly responsible for carrying out the requirements of the grant project or program.*
- [Redacted]
- [Redacted]
- Shares in the proposal and project IP
- Has a role in project leadership
- For collaborative projects, consider:
 - How the team will communicate?
 - How will roles and responsibilities be disseminated?
 - What are the risks and dependencies?
 - What is the conflict resolution plan?

Key Personnel

Key Personnel

Makes significant contributions, but does not have overall responsibility and authority for the project.

- *Provides support/technical expertise/knowledge for certain aspects of the grant project or program.*
- [Redacted]
- [Redacted]
- Definition can vary by funding agency
- In general it refers to employees who are engaged in the awarded project, listed in the award application, progress report, or any other report submitted to the sponsor and who are considered essential in the work performance

Internal & External Colleagues

Internal Colleagues

Internal stakeholders needing to endorse/support the project

- *Individual(s) that the PI(s) generally needs to get buy-in from. Examples include, but are not limited to, supervisor (dean, VP), department colleagues, other department professionals, etc.*
- [Redacted]
- [Redacted]

External Colleagues

External stakeholder needing to endorse/support the project

- *Individual(s) that the PI(s) generally needs to get buy-in from. Examples include, but are not limited to, partnering organizations, schools districts, other institutions of higher education, business/industry, etc.*
- [Redacted]
- [Redacted]

May
Require
Letters of
Support

- Internal Examples

- Peers, other institutional offices (Career Center, Fin Aid, IT, Facilities, etc.)

- External Examples

- Business/Industry partners, local schools, etc.

Types of Letters

Considerations for letters:

- ✓ Think about providing a template to partners
- ✓ Consider the time it takes internally and externally

- Letter of Support; *expresses the organization's knowledge and support of the project, including why the project is important and how it relates to the organization's mission or expressed goals*
 - Not allowable by all funding agencies
- Letter of Commitment; *commits resources to the funded project as specified in the letter, should the proposal be funded*
- Letter of Collaboration; *indicates the signatory's intent to collaborate and/or commit resources as described in the proposal or the letter, should the proposal be funded*
 - Typically funding agencies provide a required template

Experts/Collaborators and Others

Experts/Collaborators

Generally external individuals that provide expertise outside of the project team (PI, Co-PI(s), Key Personnel)

- *Experts that the project needs to be successful who will be contractors for specific tasks/objectives; examples include but are not limited to evaluators, consultants, IT services, etc.*
- [Redacted]
- [Redacted]

Others

External stakeholder needing to endorse/support the project

- *Determine what other stakeholders (if any) are needed to effectively implement the grant project or program.*
- [Redacted]
- [Redacted]

- Contributes to the scientific development or execution of the project but does not commit any measurable effort to the project.
- Provides expert advice or services but is not heavily involved in the design or execution of the project.

Wrap-up / Closing Thoughts / Survey

Contact us as soon as you start thinking about external funding.

- BSU Grants Office
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- MSU Research & Sponsored Programs
507-389-5275 or RASP@mnsu.edu
- SCSU Research & Sponsored Programs
320-308-4932 or
ResearchNow@stcloudstate.edu
- WSU Grants & Sponsored Projects
507-457-5519 or grants@winona.edu
- Time for large group general Q/A and closing thoughts

