

# Understanding Funding Announcement “Speak” and What That Means to You

Jane Sierra, University of Michigan  
Larry Westby, University of Wisconsin—Madison

## BAA, RFP, RFQ, PA

- So many acronyms—all are solicitations to request funding
- Differences between them depend on what the sponsor is looking for
- Sponsors generally have more than one type

- BAA
- RFP
- RFQ
- PA
- IFB
- RFA
- Broad Agency Announcement
- Request for Proposal
- Request for Quotations
- Program Announcement
- Invitations for Bid
- Request for Applications

## Why do you care?

- Sponsors have very specific requirements for how they want to be asked for funding.
- Unless followed correctly, proposals may be returned without review.
- Follow the “rules” and the investigator has a better chance for funding—at least from an administrative point of view.

## Reading solicitations

- What is the investigator is applying for?
- What requirements does your administrative section have?
  - If only certain parts, what parts?
- Look for headers that describe what you need.
- Search the computer version for key words (other support, budget, etc).

## Putting the proposal together

- Discuss with the investigator which parts are your responsibility.
- Gather necessary info from other places
  - salaries if creating a budget
  - funding support for other support page
- Enter all data onto forms provided or in format required.
- Have someone else check your work.

## Reviewing proposals

- Be aware of administrative requirements for proposals
- Check solicitation for those items
- Be clear about specific instructions

## Compare proposal to solicitation

- Review another person's proposal
  - look closely at the sponsor requirements
  - compare to what is in the proposal
- Check for numerous items
  - Formatting specifications
  - Page limits
  - Compliance issues
  - Institutional requirements as well

## Discussion/Questions

- Jane Sierra [jmsierra@umich.edu](mailto:jmsierra@umich.edu)
- Larry Westby [lwestby@rsp.wisc.edu](mailto:lwestby@rsp.wisc.edu)