

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

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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

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