Tips and Tricks for Success

- Read and re-read the application. If there are links, check these out as well.
- In certain cases you may want to talk to the Program Representative about an idea. Although they cannot provide significant guidance about the project, they can, and are often willing to, give some guidance or hints that are helpful as you conceptualize.
- Create yourself a checklist that includes (at least) what is required, the status of completion, and who is responsible. I also include whether I have already uploaded to the system.
- Reuse what you can, but ALWAYS update and verify that the information is correct.
- If you need something from someone else, it is often helpful to give an example or to draft out the required elements for them to adapt. This is especially true when letters of support are required, but be sure to modify each so reviewers don't get several versions of the same verbiage.
- If something is not applicable to your solicitation, it is best to include a document or statement to this effect, e.g. *Research and Evaluation Independence and Integrity Statement* that documents that no research or evaluation activities will be carried out as a part of the proposed project. In some cases, the submission will not be considered complete and may not be scored if all elements are not present.
- Use the exact language requested in the solicitation. If they want a Time-Task Plan, you should not call this a Timeline.
- Refer back to your attachments when appropriate throughout your narrative.
- Make things simple, use bulleted lists, tables, and infographics if they make sense for you. This is really important when you have a complex project or specific program design.
- Read, re-read, and seek outside editing assistance. Our projects often make total sense to us but little sense to someone outside of our agency or subject matter expertise.
- Explain acronyms completely at first and indicate the shortened form early in the narrative, e.g. Criminal Justice Statistical Analysis Center (CJSAC). If it indicates a collaborative group or special program, provide a brief description or attach further information as appropriate.