

## Student Grant Writing Workshop 2004

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## Developing an Idea!



- What kind of project would you like to conduct?
- What are your funding priorities?
  - Research: what does that mean?
  - Instruction/Training
  - Service
  - Equipment

## Finding A Funding Source



- Where to look?
- Go to <http://rgc.nku.edu> (look at "Funding Opportunities, then "External Sources")
  - Or – "Student Opportunities"
  - SPIN
  - SMARTS
  - Grant Select

## Finding A Funding Source

- Does that source fit your project. A **HUGE** complaint among reviewers is that the PI didn't read the directions – wasting your time and theirs!

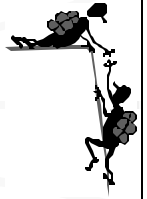
## Once You've Found A Source...

- Breakdown the requirements of the grant into bullet (or outline) format – review several times so as not to miss anything.
- Use THEIR wording in your headings (e.g., if they say “objectives”, don’t give them “goals”

## Establishing a Need

\*What is your “target population”?

- ✓ Who do you want to serve, help?
- ✓ Is it a research project?



## Establishing a Need (2)

- Once you know who you want to help, you will have to find proof that the target population needs help!
- RESEARCH, RESEARCH, RESEARCH
- Check with Office of Institutional Research for NKU-specific numbers

## Problem Statement

Now that you have an idea of what you'd like to accomplish, who it will help, and how it will help, you can make a “problem statement” (a paragraph) that sums this up!

## Goals & Objectives

- Goals = big picture
- Objectives = measurable
- This is a good place for a summary table.

## Action Plan

- Action Plan must match the goals/objectives!
- Can not be too ambitious, it must be attainable and it must be measurable (next class!).

## Effective Writing

You must mean what you say and say what you mean. Every person (at least on the 3<sup>rd</sup> draft) feels as though their writing is poetry – it's NOT!

Have another two or three people read for content, language, spelling, grammar, and nonsense!

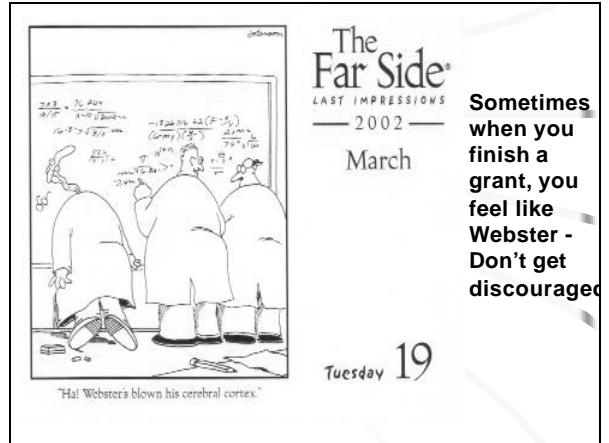
The 15 minute Test

## Persuasiveness and Active Voice

- The grant needs to sound active and proactive.
- Weak writing, with too many unnecessary words leaves the reviewer dozing off.
- Keep it lively, with graphs and charts.
- Leave page limit to a minimum!

## The World Today

- Money is tighter than ever before – your proposal must stand out!
- There is a growing demand for projects dealing with
  - Homeland Security
  - Bioterrorism
  - Math and Science Education
  - “Bridging the Gaps” in All Types of Education
  - Among Others...



## Budget Development

- What EXACTLY are you looking to accomplish. You should answer this before you start looking for a funding agency!
- If you know what you want to accomplish, you can find an agency who matches your goals as well as your budget!

## The Abstract

- Also called the “Executive Summary” is the last thing you write.
- It is a 1-3 paragraph description of the project that succinctly describes the project.
- It easiest to write it last after you have all of the specific details ironed out.

### Top 13 Reasons Why Grants Receive Unfavorable Reviews

13. Typos
12. Poor grammar
11. The use region-specific assumptions: You know what you're talking about – unfortunately, they don't! (bridge example)
10. Unclear writing! Too tired to hunt – reviewers can't understand how the project you propose relates to the actual guidelines

### Top 13 Reasons Why Grants Receive Unfavorable Reviews...

9. Budget does not relate to proposal objectives, budget too high, budget too low
8. Sloppy work
7. Establishing a need for the project
6. Evaluation – or lack thereof
5. No sustainability plan
4. Proposed project does not fit RFP – call Program Director

### Top 13 Reasons Why Grants Receive Unfavorable Reviews...

3. Unreasonable goals
2. Duplication of efforts
1. LACK of PLANNING AHEAD: writing, etc

### Research and creative projects contain...

**...a basic or applied research component, or written documentation of a “beginning to end” creative process.**

## Deadlines

### SURG/SURF

- Deadline: March 5, 2004

### Greaves

- Deadline: March 19, 2004

## FOLLOW THE GUIDELINES!

### • Proposal Format

- seven (7) double-spaced typed pages
- purpose and significance of project, objectives, procedures, a budget narrative, timeline, and a reference list.
- The cover page, personal information, budget form and faculty letter of support are separate pages.
- **All** pages must be numbered. The minimum font used must be 12 point.

## FOLLOW THE GUIDELINES!

Page 1 **COVER PAGE (Use Form Provided)**

Pages 2-8 **PROPOSAL NARRATIVE**

- **PURPOSE AND SIGNIFICANCE.** clear, concise statement of the purpose and significance of the problem in non-technical language, easily understood by those not expert in the field.
- **II. REVIEW OF LITERATURE/SIGNIFICANCE OF THE PROBLEM.** Summarize the pertinent research. Use citations, explain why they are important!

## FOLLOW THE GUIDELINES!

Pages 2-8 **PROPOSAL NARRATIVE (con't)**

- III. **OBJECTIVES.** Clearly present objectives, hypotheses, and/or questions that will be addressed by the project.
- IV. **PROCEDURE.** Describe how you will undertake the project for which you are requesting funding.

## FOLLOW THE GUIDELINES!

Pages 2-8 **PROPOSAL NARRATIVE (con't)**

### V. BUDGET NARRATIVE

- Indicate availability of facilities and equipment
- Establish need for each item in budget
- List any other funding sources (federal, state or local)

### VI. TIMELINE

- Detailed timeline for completion of this project, which should be no longer than 18 months (SURG), or 3-4 months (SURF).
- Include starting and anticipated end dates
- Do not start the project earlier than the proposal application deadline.

VII. REFERENCES. 1 page limit

## FOLLOW THE GUIDELINES!

Page 9 **PERSONAL INFORMATION.**

- Statement of your relevant experience and credentials
- Why are you qualified to undertake and successfully complete the proposed project.
- Tell us why you are the best candidate for funding this proposal!

Page 10 **LETTER OF SUPPORT.**

- Ask a faculty member to serve as mentor and to include a letter of support.
- This letter should describe the role of the faculty member and how the faculty member will guide the undergraduate through the project.

Page 11 **PROOF OF IACUC/IRB SUBMISSION.**

### What we would like to see...

- quality and clarity of proposal description/project description (25 points).
- feasibility of successful completion of the research or creative project within the proposed timeframe (25 points)
- likelihood the student will learn and utilize appropriate techniques and methodology (15 points)

### What we would like to see...

- relevance to the research/creative project to the discipline (10 points)
- probability of the proposed project resulting in a publication and/or conference presentation (in addition to the Celebration of Student Research and Creativity at NKU) (20 points)

### What we would like to see...

- documented support from a faculty mentor (5 points)
- documented approval of animal/human subjects protocol acceptance, if applicable (mandatory if applicable)