The College of Education invites faculty to participate in a series of workshops designed to provide a solid background to the grant process. Participating faculty are asked to attend five meetings: 2 in the fall and 3 in the spring.

The fall dates are October 21 and November 18, 2019 from 2:00 – 4:00 p.m. The spring dates will be announced soon. Locations to be announced.

Interested faculty should discuss their interest with their chairperson first. Chairpersons will send faculty names to the Office of the Dean by Friday, October 4th.

Topics for the workshop series are below.

Part 1—Getting Started: The Idea Stage, Finding the Right Funding Sources, and Getting College Buy-in

- Summarizing what will be addressed in these sessions
- Why write extramural grants
- OSPR as a critical partner
- The importance of developing ideas (what ideas are good ideas) and getting them down on “paper” (developing a concept paper)
- Searching for funders (resources and OSPR) and finding the right fit
- Present list of potential funding organizations and resources

Part 2—Developing a Strong Proposal

- The differences between Government Grants, Foundations or Private grants and subcontract
- Exploring the RFP—Reviewing a Department of Education RFP
- Creating a comprehensive team
- Background exploration, assessing readiness, and project needs
- Communicating with program officers
- Answering what is asked for/ addressing all points of an application
- Different approaches and tips for the writing process
- Drafting process

Part 3— Drafting the Narrative continued

- Exploring and critiquing a successful grant proposal (parallel from RFP)
  - basic components of a grant, the proposal summary (its importance and purpose); how to write a problem statement, how to form objectives (outputs and outcomes) how to
align the project design and activities with outputs and outcomes; how to create a feasible management plan, timeline and logic model

- Working with OSPR pre-award staff
- Different sources to review materials
- OSPR panel
- Evaluation component
- IRB

Part 4—The All-Important Budget, Other Proposal Elements, Final Review and Submission

- Developing a Strong Budget and Budget Narrative
- Using Checklists
- Don’t Overlook the Other Required Pieces
- Role of OSPR in final review and submission
- What to expect once a grant is submitted

Part 5—Possible Outcomes, Post-Award, Trying Again, Review of the Grants Process

- Understanding the peer review process
- What happens if grant is funded
- Working with Post-Award
- What happens if funding is declined
- The importance of seeing grants as a formative process
- Working toward the next proposal