

# **THE GRANT WRITING PROCESS: HOW TO BE ORGANIZED AND STRATEGIC IN OBTAINING EXTERNAL FUNDING**

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# Determine the IDEA

- ◎ What is your line of research?
- ◎ How can you establish a line of research if you don't already have one?
- ◎ How can you expand that line of research and make it more interdisciplinary in nature?

# Identify Possible Funding Sources

- ◎ Examine both public and private grants.
- ◎ Seek Help from OSP
- ◎ Be sure to identify those sponsors who *may* be interested in funding your project

# Conduct Pre-Proposal Contacts

- ◎ Overcoming pre-proposal contact jitters
  - Typical symptoms: fear of failure, anxiety, helplessness, and lack of focus
- ◎ Ask these questions!
  - What do I specifically want to accomplish?
  - What have I done, up to now, to get the project started?
  - How's it working out?
  - What else could I do?
  - What will happen if the project doesn't get funded?
  - What are my resources?
  - Have I talked with everyone involved and clearly planned the project?
  - Specifically, when, where and how will I make the pre-proposal contact?

# Pre-Proposal Contacts

- ◎ Program officers would much rather formally review a strong than a weak proposal. This communication affords the program officer with opportunities to strengthen the quality of the proposal.
- ◎ Sometimes from these contacts you may learn about new grant opportunities not yet announced.

# Pre-Proposal Contacts

- ◎ Step One: Initial Contact with Program Officer
- ◎ Step Two: Contact a Past Grant Winner
- ◎ Step Three: Call to Past Grant Reviewer
- ◎ Step Four: Follow-up Contact with Program Officer

# Write Your Initial Proposal Draft

- ◎ Follow Application Guidelines and Reviewer's Evaluation Form
- ◎ QUICKLY Write Your First Draft
  - The first draft is for getting down, not for getting good.
  - Experienced grant seekers spend approximately 25% of their time writing the first draft and 75% of their time rewriting and editing

# Edit Your Initial Proposal Draft

- ◎ Cycle through your draft many times
- ◎ Continually look for one feature to improve at a time
- ◎ Examples:
  - Make sure you provide all of the requested information
  - Check for spelling and grammar errors
  - Design a visually appealing document



# Conclusions

- ◎ Determine the IDEA
- ◎ Identify Possible Funding Sources
- ◎ Conduct Pre-Proposal Contacts
- ◎ Write Your Initial Proposal Draft
- ◎ Edit Your Initial Proposal Draft

**The Grant Writing Process II – What  
Everyone Needs to Know to Develop a  
Successful Grant Proposal. Friday  
October 1<sup>st</sup> 10:00am**