Week 12, Day 1
May 26

Activity: Identify this for your track

- Do this activity at the **section level** to try to identify these using articles from your track
    - IF POSSIBLE, identify THREE OR FOUR articles from the same or similar journal
- FIRST, discuss what you think the MOVES and STEPS might be
- SECOND, compare several similar articles
    - Where are there possible MOVES and STEPS?
    - What kind of language do they use?
- THIRD, look at one section of the articles (intro, lit review, methods, discussion, etc.) and try to see if you see similarities in either MOVES or STEPS within them

Grant proposals

Discussion

- What is a grant proposal?
- Why do you write one?
- How do you write one? What stuff should you include?
- What do you think is the most important part of the grant proposal? Why?
- What is different about a grant proposal compared to other genres we have looked at?

Grant proposal definition

A grant proposal is a very clear, direct document written to a particular organization or funding agency with the purpose of persuading the reviewers to provide you with support because: (1) you have an important and fully considered plan to advance a valuable cause, and (2) you are responsible and capable of realizing that plan.

Types of grants (purpose)

- Size of money
    - Major - large sums of money
    - Medium - in between
    - Minor - small sums of money
- Travel grants
- Community support grants / public grants
    - Develop projects or infrastructure
    - Create programs for education
- Others?

Sources of grants

- Government/Public = government-sponsored grants by government agencies
    - MOFA in Korea
- Inhouse = inhouse grants at universities and research institutions
- Private = private organizations not connected to governments
- Private donors = individuals with foundations offering money

What to consider when writing a grant

- Audience = experts or generalists
    - Who is the agency or organization?
    - What are they looking for in a grant?
- Expectations of this grant = pay attention to specifics of grant
    - What do they want?
    - What are they giving money to do?
    - What larger purposes and goals do they have?
- Credibility = why should YOU be chosen to do this work
    - Your position as a researcher
    - Your institutional/lab affiliation
- Strong presentation = clear and logical presentation
    - General writing tips and organization

Each proposal

- Unique format
- Unique structure (sometimes similar to academic articles)
    - Introduction
    - Literature review / Problem statement / Needs gap
    - Hypotheses
    - Methodologies
    - Funding
    - Timeline
    - Expected results
    - Significance and impacts

Activity: Look at Grant Proposal 2 now

- What is the author using the introduction to do?
- Can you understand the context quickly and easily?
- What is the author doing in the hypotheses section?
- What is the author trying to do in the methodology section?
- What is important in the impacts and broader significance section?

Grant proposal 2

- Introduction = establishing the context and the problem to be investigated
    - Look at paragraph 3 = look at the note at the top of p2
    - Quickly running through the literature to show a problem that needs to be addressed
- Hypotheses
    - Numbered list consisting of what will be done
- Methodology
    - Technical expertise (language skills here; knowledge of different techniques and lab methods; practical skills)
- Expected results/outcomes
    - Publications
    - Significance to the research field clearly indicated

Grant Proposal 3 example

- Look at Grant Proposal 3
- Compare this to Grant Proposal 2
- How are these two different with a specific focus on science and engineering?

ACTIVITY

- Identify 1-2 grants in your field/track
- Look at the qualifications required for this grant
- Look for ones that are around 1000-2000 words (2-4 pages)
- What is the structure of them?
- What are the identifiable features?
- How much money are they asking for?
- Is there anything unique about these?
- Discuss together

Homework

- June 9 = CV/Resume assignment due
- Extra credit grant proposal due June 21

Week 12, Day 2 Academic CVs, Past Participle, Writing for Non-Specialists

Academic CV

- What an academic CV? What is a resume? Why are they used?
- What kinds of information should you include in an academic CV?
- What kind of language should you use on an academic CV?
- How does this language differ from other types of English writing?

Academic CV

The curriculum vitae, also known as a CV or vita, is a **comprehensive statement of your educational background, teaching, and research experience**. It is the **standard representation of credentials within academia**. The full CV is only used when applying for **academic positions...**.

Academic CVs

- Sections separating accomplishments in different areas
    - Education, publications, grants, presentations, service
- NOT <u>usually</u> written in grammatical sentences
- Longer is <u>usually</u> better
- CVs should be specific to each position that is being sent to!
    - You want to emphasize different things depending on the position
    - Example: Emphasize chemistry background or engineering background?

Industry CV/Resume

A resume is a formal document that a job applicant creates to **itemize their qualifications for a position**. A resume is usually accompanied by a customized **cover letter*** in which the applicant expresses an interest in a specific job or company and draws attention to the most relevant specifics on the resume.

Examples

CV Samples

Resume Samples

Activity

Work together to find and analyze the CVs of researchers in your track/research area

Find the authors from articles you have read or famous people that you know

What sections do they include?

Do they follow the structure we just discussed?

Or do they do something different?

COVER LETTERS

- Formal letters that often accompany a CV or resume
- These are important to express interest in the position
- Also used to express areas of your background not easily communicated in a resume or CV format
- Usually a full 1-2 pages
- We cannot discuss these here, but these are very important too!
- Should be written in very formal and professional tone
- Signed, dated, and follow formal structure

Cover Letters example

Cover Letter Activity

- Search for cover letters for jobs or research positions in your field that you might be interested in applying for

ACADEMIC CV/RESUME ASSIGNMENT 10%

CHOOSE ONE!

- ACADEMIC CV OR INDUSTRY RESUME
- If you want to seek academic positions, prepare an academic CV
- If you want to see jobs in industry (non-academic or professor), prepare a resume
- Grading
    - Style
    - Neatness
    - Content
    - Appropriate language

Homework

- -CV/Resume due June 9

Lecture resources

Planning and Writing a Grant Proposal: The Basics – The Writing Center – UW–Madison (wisc.edu)

https://www.investopedia.com/terms/r/resume.asp