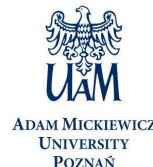# Fellowship and Grant Writing
for
PhD Students & Early Career Scholars

Part I: Before You Start "Writing"

Adriana Picoral
Aleksandra Swatek
Ashley Velázquez
Hadi Banat

CROW
Corpus & Repository of Writing

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Agenda:

- Why apply for funding? (Ashley)
  - Grants or Fellowships?
  - Internal vs External
  - Getting support
- Before writing application: what should you consider?
- Searching for the right opportunity
- Analyzing calls for grant applications and assessing fit (Ola)
  - Interactive Activity 1 (10 min)
- Reading and Annotating Requests for Proposals (Hadi's activity, 10 min)
- Using tools to structure grant writing prep (Adriana)
- Q & A

Why should you apply for grants & fellowships?

- Opportunities to carry out innovative research and provide services to others
- Funds provided by a grant or fellowship do not need to be paid back
- Professionalization and development of career objectives
- Credibility and public exposure
- Winning one grant or fellowship often sets you up to win others
- Depending on your discipline and institution, grants and fellowships might be required for promotion

Grant or Fellowship?

Grants cover a variety of purposes and are not generally renewable:

- Conferences
  - Fees & expenses
  - travel to and from
  - lodging
- Research projects
  - Collaborative or individual
  - Funding for participants
  - Funding for consultants
- Professionalization and further training
  - Workshops
  - Certificates
- Equipment for a lab or research expenses
- Community engagement and support

Fellowships are often used to cover educational & living expenses for one person and may be renewable:

- Graduate education and funding
  - Doctoral fellowships
  - Diversity fellowships
- Dissertation fellowships
  - Allow PhD Candidates to focus on their dissertation for a whole year
- Post-doc fellowships
  - Funding to continue doing research at a new or current institution post-PhD
- Early career fellowships
  - During sabbatical or pre-tenure to support research

Internal or External Funding?

Internal funding programs are funded by the departments/programs/colleges/schools at the institution of which you're a student or faculty member. Internal grants are also typically focused on training students and faculty how to handle grants and fellowships.

- Pilot projects & smaller research projects
    - Seed grants
        - gateway to external funding
- Research focused on the goals and mission of the institution
- Funding to support writing and publishing research
- Conferences

External funding programs are outside the institution of which you're a member. These funding programs are often strictly dedicated to providing $$ to researchers.

- Larger scale research projects
- Course buyouts (reduced teaching load)
- Research assistants
- Travel costs for sharing your research with others
- Instrumentation, supplies, and equipment
- Participant recruitment
- Consultant fees

Getting support for your grant writing process

Typically a university/college will have a grants office, or an office dedicated to providing support and resources for researchers.

At UW-Bothell we have the [Office of Sponsored Research](#)

- Support locating grants
- Support writing a grant application
  - Workshops
  - 1-1 meetings
- Support writing and justifying a budget
- Support managing your grant (if funded)

Common Terminology Associated with Grants

1. Administrative Costs or Overhead
2. Advisory Committee
3. Allowable Cost
4. Budget justification
5. Fringe Benefits
6. Indirect Costs
7. IRB
8. Letter of Intent/Inquiry
9. PI, or Principle Investigator/ Co-PI
10. Pre-Award Costs
11. RFA (Request for application)
12. RFP (Request for proposal)
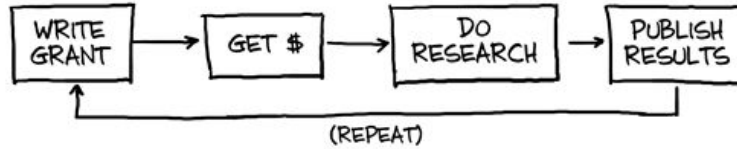
How to find grants and fellowships to apply for?

Application cycle

Source: Singapore Management University

Searching for the right opportunity: the timeline

Long-term planning (1+ years)

- Monitor the funding options years in advance
    - If you are a first year PhD student, you can follow information about dissertation funding through school resources & general web search
- If you are getting close to graduation, explore grant schemes for early career scholars
- Build your CV with the aim of being competitive based on recurrent calls
- In case you need letters of recommendation - start building the relationship with 3-4 academics
- Contact previous winners
- Review types of letter of recommendation needed (rigid forms vs. open letters)

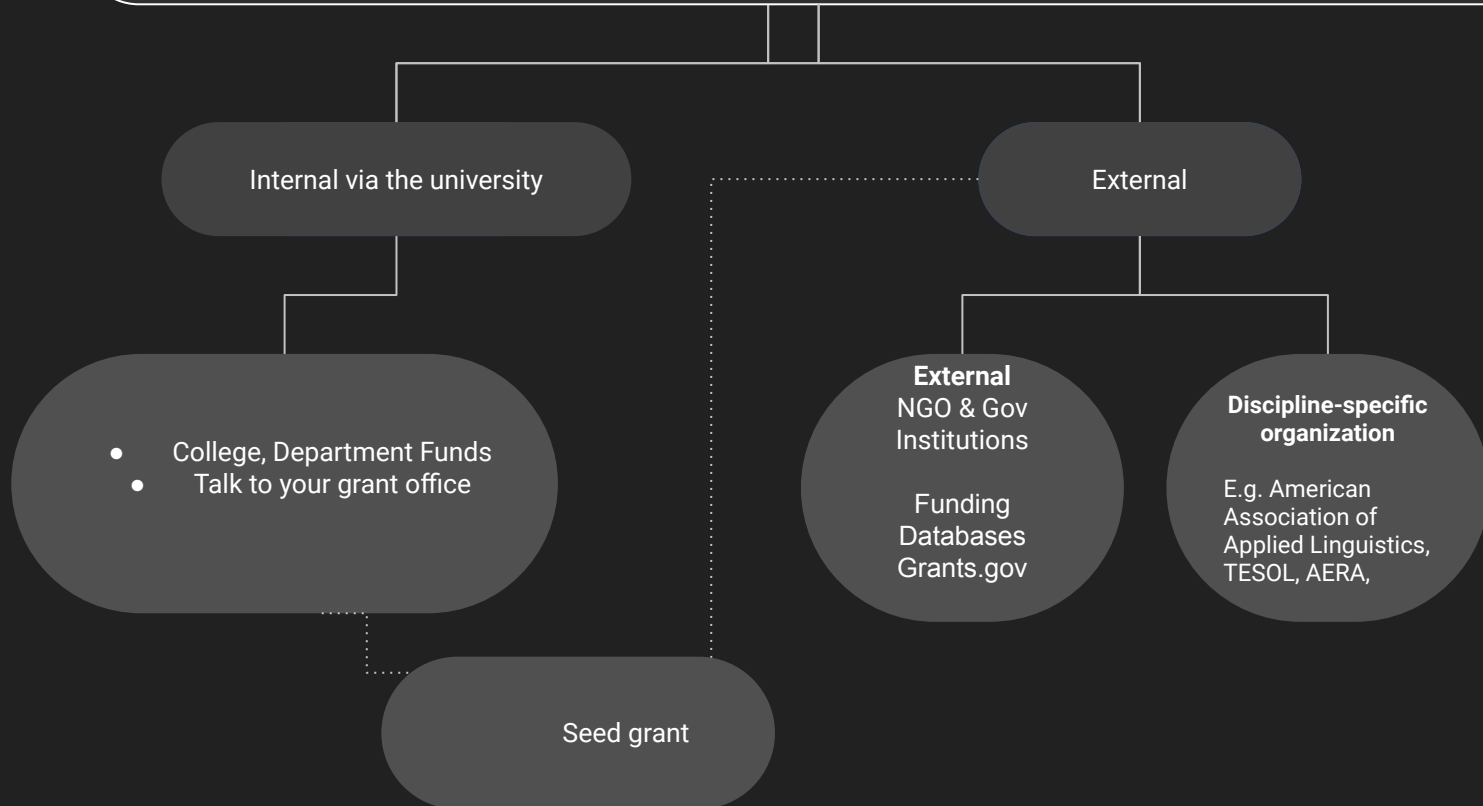# Searching for the right opportunity: the timeline

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Ad-hoc opportunities

- Identify elements of the application that require other stakeholders
  - Contact your reference letter writers asap (if needed)
  - Contact potential hosting institution (if needed)
  - Friendly editors that can work across different levels of editing: organization, argument, copyediting, proofreading.
    - Those who can read your proposal with a very short heads up time
- Recycle previous documents
- Keep your CV updated; maintain an archive of different versions of documents

Searching for the right opportunity

Internal via the university

- College, Department Funds
- Talk to your grant office

Seed grant

External

External
NGO & Gov
Institutions

Funding
Databases
Grants.gov

**Discipline-specific
organization**

E.g. American
Association of
Applied Linguistics,
TESOL, AERA,

Searching for the right opportunity

USA

- National Science Foundation (NSF)
- National Endowment of the Humanities (NEH) which also funds social science research
- The Social Science Research Council (i.e. Mellon International Dissertation Research Fellowship (IDRF)
- Ford Foundation
- AAUW (American Association of University Women)
- ACLS (American Council of Learned Societies)
  - Mellon/ACLS Dissertation Completion Fellowships

Europe (EU)

- European Union Research Council
  - Starting grant (2-7 years after PhD)
- National Science Centers

Other (Share links in the chat)

Assessing if you are a good fit

YOUR IDENTITY

- Citizenship / gender / race / ethnicity
- Disciplines
  - Humanities
  - Social Sciences
- Check the educational level: do you need to have a PhD in hand or by a certain date?
- Is there a requirement for length of time in program (no more than 6 years), or not more than 3 years after graduation?

THE ORGANIZATION'S IDENTITY

- What is its Mission and Aims?
- Who founded it and why? What values do they represent?
- Is there a specific aim for the given opportunity (increase diversity, etc)
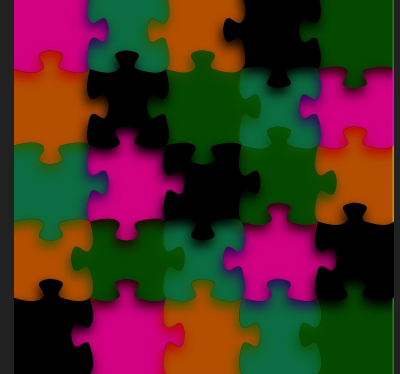
Activity 1:

Read the call for applications for different funding schemes.

1) Analyze career stage / candidate fit.
2) Match proposal samples to the funding calls.

Request For Proposals (RFP)
Call For Proposals (CFP)

American Council of Learned Societies Digital Extension Grant

Activity General Description

- Examine ACLS Digital Extension Grant CFP
- Divide the audience into three breakout rooms
- Assign the three groups different parts of the CFP
- Annotate your section of the CFP
- Use the Google Doc tools to make margin comments
  - Highlight important keywords and comment
  - Highlight language you do not understand and leave a specific question

Activity Instructions for Break out Room 1

- Break out Room 1: ACLS CFP [Part I](#)
  - What is the **scope** of **possible projects**?
  - What are the **allowed expenses** in the **budget**?
  - What are the **eligibility requirements**?
  - Do you have any questions on the **language** of the **evaluation criteria**?

Activity Instructions for Break out Room 2

- Break out Room 2: ACLS CFP [Part II](#)
  - **Project History**: In what stage should your project be for eligibility purposes?
  - **Project Overview**: Should your proposed project be individual or team based?
  - **Collaboration**: What kind of collaborators do you need and why?
  - **Infrastructure**: Who are possible collaborators from your institution?

Activity Instructions for Break out Room 3

- Break out Room 3: ACLS CFP Part III
    - What kind of sources go under a bibliography or why do you need one?
    - What should be included in your timeline?
    - **Budget Specifications**: What are the allowed expenses?
    - **Intellectual Property Statement**: What requirements do they list?
    - **Project staffing**: What do you need from the people working with you on the project?
    - Who could write you the reference letters?
    - Why do they require an institutional statement?

General Recommendations

- Design a timeline for grant and fellowship writing
  - Planning Phase
  - Writing Phase
  - Submission Phase
- Look for samples of successful proposals published by the same program
- Reach out to previous grant awardees when possible

10-12 Months Expected Timeline

- Planning Phase
  - Identify the need & consider a problem-solution approach
  - Assess the potentiality of your proposed project
  - Write a one-pager about your project
  - Reach out to colleagues and mentors and discuss your ideas
  - Seek feedback with a mindset to embrace all constructive criticism
  - Evaluate your funding goals
  - Build logistics into your planning schedule: letters of support, communication with institutional grant offices, communication with personnel and collaborators
- Writing Phase
- Submission Phase

10-12 Months Expected Timeline

- Writing Phase
  - Develop a detailed outline of the structure of the proposal
  - Keep in mind the content requirements set by the RFP
  - Work with the grant office to prepare all sponsor forms
  - Compose a first draft of the full proposal
  - Design a budget that outlines your detailed and projected expenditures
  - Seek feedback from colleagues and scientists in the same field
  - Rewrite your proposal by implementing feedback
  - Coordinate with your departmental business office any remaining tasks that need to be completed
- Submission Phase

10-12 Months Expected Timeline

- Submission Phase
    - Proof-read the entire proposal
    - Review the timeline and budget plan carefully
    - Send your final draft to your institutional grant office for a final review
    - Make sure you give collaborators, reviewers, and personnel enough time
    - Implement last minute changes based on feedback received
    - Check if you submit your proposal directly or through the institutional grant office
    - Submit your proposal to the funder two days prior to their deadline

Next Steps

What next?

Once you found a grant to apply to, the next steps include:

- [Plan it out](#)
- Write it out
  - Start early
  - Get feedback from people outside your research area
- Be prepared for disappointment
  - Not being funded is more common than being funded
  - Use feedback to make your application better
  - Apply, apply, apply

Thank you! Questions?

Please fill out exit survey:
http://bit.ly/survey-crow-workshop-03