

# Grant Chat 5

## **Grant proposal preparation timeline**

Sponsors:

MU-ADVANCE

Marshall University Research Corp.

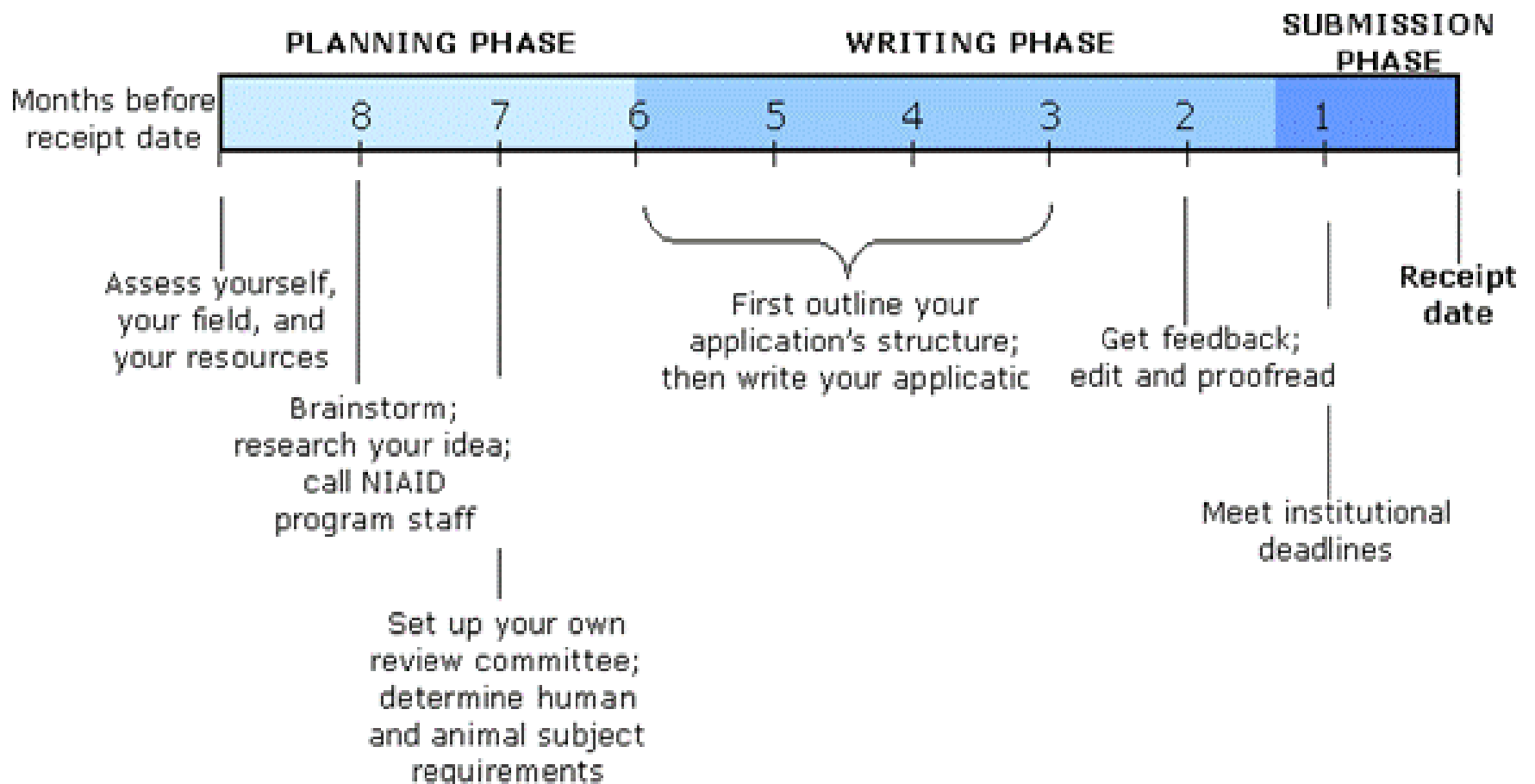
Cell Differentiation and Development Center

# Overview

- Basic grant preparation timeline (source: UT )
- 15 week timetable for preparing an grant application (source: The Grant Application Writer's Workbook)
- Blank 1-year calendar to be used by participants as a worksheet

# Grant Preparation Tasks

- Identify the program and agency
- Identify the granting cycle for the program area
- Plan and develop preliminary data
- Develop other materials for the proposal (cv, letters, etc.)
- Writing process and budget preparation (15 week timetable)
- Other important tasks:
  - Contacting the program director
  - Contacting collaborators
  - MURC contacts for various disciplines
  - In-house routing form



University of Texas at Arlington (<http://www.uta.edu/ra/GCS/grantwriting.htm>)

# Where are you beginning?

<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>
<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>

# Tasks

- Identify the program and agency
  - NSF (<http://www.nsf.gov/funding/> )
  - NIH (<http://grants.nih.gov/grants/oer.htm> )
- Identify the granting cycle for the program area
- Is there an upcoming deadline?
- What were the previous deadlines?
- Contact program director about next deadlines.

# Tasks

- Plan and develop preliminary data
  - Present data that demonstrates capability for the proposed project.
  - Highlight previous publications/accomplishments that demonstrate capability.
  - Identify a gap in the data that you will address with your proposed research.
  - Identify expertise you will provide through collaborations- where appropriate.
  - ***Present only background material relevant to the understanding of the project and data that demonstrates capability - avoid a complete literature review.***

# Tasks

- Develop other materials for the proposal (cv, letters, etc.)
- What can be done anytime in advance?
  - Background on institutional data
  - CV
- Letters
  - Establish whether these are allowed or expected
  - Contact collaborators at least 1 month in advance
  - In some cases it is useful to draft letters for collaborators and allow them to modify (make sure the letters don't all look alike).

# Tasks-Writing Process

Writing process and budget preparation (15 week timetable)

Week1: Draft specific aims (goals), significance statements-review

Weeks 2-4: Develop Research Design and Methods sections for each specific aims *[Review point]*

Week 5-6: Background and Preliminary Studies sections *[Review point]*

Weeks 7-8: Budget, Cover letters, TOC, assemble

Weeks 9-11: Proof and make final adjustments *[Review point]*

Weeks 12: Revise

Weeks 13-14: *[Review point]*

Weeks 15: Revise, final proof, submit

# Tasks

## Other important tasks:

- Contacting the program director
- Contacting collaborators
- MURC contacts for various disciplines
- In-house MURC routing form

# Summary

- *Review! – for overall ideas*
- *Review! – for grantsmanship*
- *Review! – for content*
- *Review! –for grammar/spelling*
- *Review! – for completeness*

# Grant Chat

## Summer 2008:

- CV Workshop
- Writing groups
- Reviewing groups?
- Reviewing assistance?