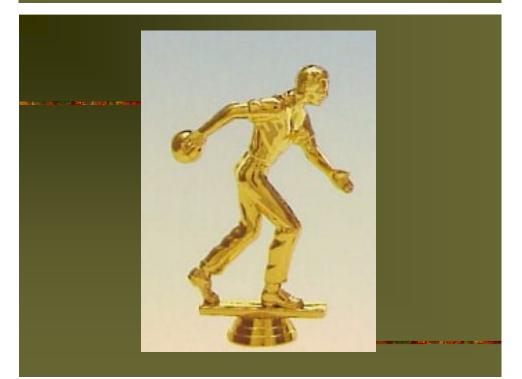# Grant Writing

A Step-by-Step Process

Part 1 Attitudes/kick-start

- Tip: View grant writing as your personal, ongoing program
- Tip: Get a 3-ring binder
- Tip: Begin by writing a couple of goals.

External Locus of Control

A tip from Robert Louis Steevenson

- Tip: Always keep a pencil and paper at hand. "Sometimes the best ideas come at the least expected times and they never return." Robert Louis Steevenson

4 Ways to make connections

- Tip: Hop a plane
- Tip: Volunteer as a reader
- Tip: Pick up the phone
- Tip: Get a rating form

How to Have Time: A Review

- Tip: Choose topics you believe in
- Tip: Avoid 11th hour proposals
- Tip: Use Donald Orlich's 20 day rule
- Tip: Set some time-specific goals
- Tip: Robert Louis Stevenson
- Tip: Thomas Edison

Tips on collaborating

- Tip: Be the principal investigator
- Tip: Realize that it won't save time
- Tip: Select partners by their work habits
- Tip: Realize that it will take more time, not less

Tip for selecting collaborators

Base your selection on:
- Compatibility
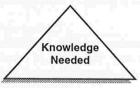- Productivity
- Potential partner's grant-writing experience

Tips for: preparing for and conducting group meetings

- Tip: Always have an agenda
- Tip: Always start on time
- Tip: Move continuously through the agenda
- Tip: Do not let anyone dominate
- Tip: Always stop on time

The Funding Source
- What types of projects has it funded?
- What is the range of dollars given to projects?
- What types of subjects does it avoid?

Knowledge Needed

Yourself
- What type(s) of experience do you have?
- What limitations do you have?
- What personal characterisitcs make you especially well suited for this project?

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Your Institution and Community
- What special resources (including human resources) are available to support this project?
- What special needs does your institution/community have?

FIGURE 1.1 The Triangular Model for Matching Strengths with the Funders' Goals and Practices

Proposal Parts to Include:

- Transmittal letter
- Title page
- Abstract
- Table of contents
- Timetable
- Budget
- Evaluation

Make a Check List

- Transmittal letter
- Title page
- Abstract
- Proposed goals, objectives
- Evaluation
- Budget
- Table of contents
- Timetable

$$$$$$$$$$$$$$$$$$$$$$

Budget Tips

- Setting the right amount
- Preparing to negotiate
- Testing your budget

Make In-Kind Contributions

- Salaries
  - Director
  - Secretary
- Building space
- Utilities
- Photocopying
- Parking

Proj ESCAPE: Lessons Lrned

- Passion is needed for tenacity
- Align your goals with the funders'
- Be flexible
- Be ready to cope with obstacles

Physics Inst: Lessons lrnd

- Talk the talk (use rfp vocabulary)
- Walk the walk
- Make a heavy commitment
- Include plenty of unique qualities

Tech Grant : Lessons Learned:

- No grant is too small or too large
- The writer has to adjust to the needs of the funder (shown through the RFP)
- Sometimes the best way to get something done is to do it yourself

How to Write a Sentence

- Tip: Put a concrete noun first
- Tip: Follow immediately with action verb
- Avoid jargon: Use familiar 25cent words
- Never start with "There" or "It"
- Subject/verb agreement
- Modifier/antecedent agreement

Summary of Writing Style Tips

- Use common words
- Consider both research and non-research journals
- Write an article for one audience, then using the same data write an article for a different audience
- Write to the reader, not to the editor

Using the Library

- *Draw 2 lines, separating a sheet in thirds
- *Use Education Index
- *Cite chosen references, using APA
- *Go to the Periodicals Section
- *Copy statistics or quotable quotes
- *Exit library within 2 hours

Summary of tips from the Most-asked Questions

- The article is the coin of the realm
- Single author at least 50%
- Choose Type "A" co-authors
- Use manila folder and put rejected manuscripts in the return mail

TERMS TO KNOW

P.I. (Principal Investigator)
The senior member of a grant-writing team

In-Kind Contribution
Non-cash awards

RFP (Request for Proposals)
An announcement of a forthcoming grant opportunity

Sustainability
Plans for continuing the program beyond the funding period

MOA (Memorandum of agreement)
Contract