



CAL POLY HUMBOLDT
SPONSORED PROGRAMS FOUNDATION

CPS GRANT WORKSHOP SERIES

2023

- Grant Writing Intro
- Starting the Process
- Writing the Grant
- Managable Budgets
- Rough Draft to Finished Grant
- Win or Lose, What's Next



**10 SPOTS
AVAILABLE**

*Dates and times to be determined based on cohort availability.

**[CLICK HERE
TO APPLY](#)**

Participants will receive \$1,500 upon attending all sessions and completing workshop exercises. All sessions will be virtual.

The College of Professional Studies is partnering with the Office of Research & Sponsored Programs to offer 6 sessions on beginning grant writing. Eligible participants include CPS faculty and Research Associates. See below for more details.

CPS 2023 Grant Workshop Series

This grant workshop is for those who have a specific project in mind, but who are very new to grants and unsure of where to start. The workshop will be a combination of lecture format, small group work, and will include a number of guest speakers. You will be expected to do a minimum of between 30 minutes and one hour of additional work for each session outside of workshop hours. You will get out as much as you put in, but at the very least, by the end of this workshop, you will know more about grants, you will have identified a funding opportunity, developed a solid abstract, a draft workplan, and a draft budget.

The workshops will take place over 6 sessions, 3 hours each. **Dates and times are to be determined based on availability.** The application link will include questions regarding preferred times (1. Spring Semester during regular business hours, 2. Spring semester one evening a week, or 3. summer session). We will then work on finding times that accommodate the cohort majority. Registration will close at the end of the fall semester.

Please note that the workshop will be entirely online (via Zoom) with optional in-person meetings afterwards. We hope this is not an inconvenience for you.

At the conclusion of the workshop, you will receive \$1,500 for successful completion of the program (all 6 sessions).

In addition, you will be expected to apply for some form of internal or external funding within a year of completing this workshop.

Eligibility: Eligible participants include CPS faculty and Research Associates. There are 10 spots available. Dates and times will be determined based on cohort availability.

The topics to be covered:

Grant Writing Intro: You will learn about the campus resources available to you including who sponsored programs are and what they can do for you. You will get a brief overview of the key elements of a grant proposal, and you'll learn about different types of funding. You will also learn about Pivot, be guided through the process of claiming your own Pivot profile, and how to search for grants that would be a good fit for your project. You will also learn the key differences between academic writing and grant writing.

Starting the Process: You will learn about positioning and what to consider to be certain you are prepared to write a grant. You'll learn about creating a research plan. We'll walk through the SPF process, choosing a grant opportunity, and understanding what makes for a fundable project. You'll also learn how to create a compelling story/sales pitch and you'll have an opportunity to discuss your ideas with one another.

Writing the Grant: In this session we will discuss tips and tricks to make your grant stronger including word choice, how to tell a story, and how to make your grant flow. You will pitch an idea you've honed from the previous session to one another. You'll see examples of how to rewrite a pitch to make it more

compelling. You'll learn about common grant writing mistakes and how to avoid them. You'll learn how to discuss the intellectual merit and the broader impacts of your project, and you will develop a timeline/workplan for your project.

Manageable Budgets: We will do a deep dive into the world of budgets, how to create them, what all those categories mean, how SPF can help you, and how crucial it is to start with a good draft budget before you get too deep into the writing. You will learn about indirect costs and you'll learn about budget narratives. Each person will work with a pre-award specialist to draft a budget for their project. You'll also be given an example of an unfunded grant and the guidelines to review for our next session.

Rough Draft to Finished Grant: You will learn how to engage with program officers; and how to draft, redraft, and revise a proposal. You will learn the importance of Assessment and Dissemination and how to incorporate them into your grant. We will take a deeper look at how to read an RFP carefully and how to use the reviewer criteria to write your best proposal. In this session you will use a scoring rubric in small groups to score the example you read in the previous session and you will then use a generic guide to provide feedback on one another's proposal ideas.

Win or Lose, what's next?: In this session you will learn how to read and respond to reviewer comments in the event of a grant not being funded. You will learn how to create a revision timeline and how to request and receive feedback. We will read the reviewer comments for the example grant we've been workshopping and you will discuss in groups how to respond to the comments. You will receive a copy of the final funded grant at the end of this session. We will also hear from a post-award analyst who will walk you through the process at SPF in the happy event that your grant is funded. This will give you an idea of the services we provide and the expectations on you as a grant/program manager.