



Cal Poly Humboldt
Office of Research
& Sponsored Programs

GRANT WORKSHOP SERIES

FOR: Anyone at any stage is welcome, however, participants with a project idea will benefit most. This program is best suited for Cal Poly Humboldt staff and faculty that are new to grants!

FORMAT: Lecture, small group, guest speakers

WHERE: Zoom

WHEN: Mondays from 9am-12pm: Oct. 27, Nov. 3, Nov. 10, Nov. 17, Dec. 1, Dec. 8

ELIGIBILITY: Staff must have written permission from their supervisor.

TOPICS:



Grant Writing Intro



Starting the Process



Writing the Grant



Manageable Budgets



Rough Draft to Finished Grant



Win or Lose, What's Next?

[Register Here!](#)

2025 Spring Grant Workshop Series

The workshop will be entirely online (via Zoom) with an optional in-person gathering afterwards. The format will be a combination of lecture format, small group work, and will include a number of guest speakers. There is a minimum of between *30 minutes and one hour of additional work* for each session outside of workshop hours.

Expectations:

1. Please attend all of the workshop sessions. If you have to miss one for any unforeseen reason, you'll need to make an appointment to go over what was missed
2. Please complete the additional work in Canvas prior to each workshop so everyone can make the most of the group activities
3. We hope that you will apply for some form of internal or external funding within a year of completing this workshop if you are eligible

Expected Outcomes:

1. You will know more about grants and what makes for a competitive proposal
2. You will have identified at least one potential funding opportunity
3. You will develop a solid abstract of your project
4. You'll develop a draft work plan
5. You'll develop a draft budget.

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/work plan 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.