

FACULTY GRANT WRITING INSTITUTE

MU's Office of Research will sponsor the seventh Faculty Grant Writing Institute this summer. The Institute assists faculty in developing high quality extramural grant proposals in order to yield more grant awards. The small group setting of the Institute enables individualized attention and informal conversations that develop positive relationships among participants and between the participants and the various grants personnel who support them.

PROGRAM SUMMARY

Up to 12 participants will be accepted for the 2008 Institute. Participants will meet for six full days. The first session will be on Monday, May 19. The next four meetings will be on June 5, 12, 19, and 26. Near the end of the Fall 2008 semester, participants will come together for a final day of follow-up activities.

Presentations, discussions and hands-on activities will take a comprehensive approach to the proposal development process. Planned topics include finding both internal and external funding opportunities; pulling outline headings and subheadings from funder guidelines; identifying the "pieces" implied in participants' aims/objectives that need to be addressed in the project rationale and literature search; analyzing project tasks in terms of the hours and/or dollars they imply; building budgets; creating timelines for proposal development, acquisition of supplementary materials and project implementation; addressing compliance issues (*e.g.*, human subjects, animal care and use, intellectual property); observing mock review panel(s); serving on agency review panels; and the grant submission process. Participants will have the opportunity to develop collegial relationships with fellow researchers and grants personnel.

By November 14, 2008, each participant will be expected to have solicited and received a written review of his/her proposal. During a follow-up session in early December (usually on Stop Day), participants will share the results of these reviews and learn more about post-submission issues such as tracking the proposal, contract negotiation, progress reporting, audits, and project management.

Two grant writers from the Office of Research will serve as the primary instructors and coordinators. Other grant writers will be engaged from time to time, as well as personnel from compliance, Sponsored Programs, Foundation and Corporate Relations, and Technology Management and Industrial Relations, depending upon the needs and interests of this year's Institute participants. In 2007, a separate section of the Institute was piloted for participants from humanities disciplines. This proved to be a successful strategy for addressing the funders associated with these disciplines. If enough of the participants selected for the 2008 Institute express interest in a separate humanities section, we will repeat this offering.

AUDIENCE

Any MU faculty member who is inexperienced with but eager to write and receive extramural grants is invited to apply.

APPLICATIONS

To apply, faculty members are asked to summarize their grant ideas and any preliminary work they have already done, provide information about any potential funders identified for the project, and arrange for a letter of support from the department chair and/or dean as described below. If more than 12 applications are received, selection criteria will include the chair's and/or dean's statement(s) as to the scholarly potential of the applicant, the importance of the applicant's scholarly agenda to the goals of the unit and/or campus, the research time available to the applicant, and the necessity of external funding in order to accomplish the research. Applications will be reviewed by a committee of MU's research deans.

Details regarding application requirements and deadlines are provided below:

1. Arrange for a letter(s) of support to be sent to the Office of Research **by 5:00 p.m. on Friday, January 25, 2008**, from the department chair and/or dean. These letters should address the following:

- the scholarly achievement and potential of the applicant,
 - how the proposed project will contribute to the applicant's professional goals and those of the unit/division,
 - how generating extramural support is essential for the applicant's career development, and
 - the research time available to the applicant.
2. Submit a **complete Institute application by 5:00 p.m. on Friday, January 25, 2008**, to the Office of Research, 205 Jesse Hall, as follows:
- **Signed Application Cover Sheet** (attached): Either submit a hard copy to 205 Jesse Hall or a scanned electronic copy by email to ltsub@missouri.edu with the Project Description and Significance files.
 - **Project Description**: A description, limited to three pages or less, of the proposal you will be working on during the Institute, including 1) a brief description of the project for which you will be seeking external funds and 2) any external funding agency(ies) you have identified to whom the proposal can be submitted. Project Description should be submitted by email to ltsub@missouri.edu.
 - **Significance**: A statement, limited to one page, of your expectations as to how the proposed project will support and/or enhance your professional development and the goals of your unit and/or the campus as a whole. Include a summary of your experience to date with extramural funding. The Significance statement should be submitted by email to ltsub@missouri.edu.

The letter(s) of support, project description, and statement of significance are used in the selection process to assess scholarly potential of the applicants; to identify participants with strong potential to support the strategic goals of the department, division, and/or campus; to assess the availability of adequate research time for the applicant, to consider the necessity of external funding in order to accomplish the research; and to provide Institute instructors with an initial needs assessment to guide curriculum development.

**FACULTY GRANT WRITING INSTITUTE
APPLICATION COVER SHEET**

Name _____

Title _____ Department _____

Campus Mailing Address _____

Campus Phone _____ Email _____

Tentative Project Title _____

If a Humanities section of the Institute is offered, I would be interested in attending. ____ Yes ____ No

Attachments:

- Project Description
- Statement of Significance

Participant Responsibilities:

To participate in the Faculty Grant Writing Institute, I agree to

- Arrange for a letter(s) of support to be sent to the Office of Research, 205 Jesse Hall, **by 5:00 p.m. on Friday, January 25, 2008**, from the department chair and/or dean.
- Email a Project Description and Statement of Significance to the Office of Research, ltsub@missouri.edu, **by 5:00 p.m. on Friday, January 25, 2008**.
- Either email a signed, scanned Application Cover Sheet to ltsub@missouri.edu or deliver a hard copy to the Office of Research, 205 Jesse Hall **by 5:00 p.m. on Friday, January 25, 2008**.
- Participate in all sessions of the Institute and prepare a grant proposal**, completing special assignments, contacting funding agencies, writing proposal drafts, providing feedback on other participants' proposals, and proceeding toward proposal submission. In the space below, provide an explanation of any conflicts that would prevent you from participating in any of the scheduled days of the Institute (May 19 and June 5, 12, 19, and 26):

- Submit a final draft proposal, along with a copy of the agency guidelines, to the Office of Research, 202 Jesse Hall, by 5:00 p.m. on **Friday, November 14, 2008**.
- Attend a follow-up session to be scheduled in December 2008.
- Submit a proposal for extramural funding by December 31, 2009.

Applicant Signature

Date