

# **Summer Grant Proposal Writing Workshop**

## **Grant Writing Initiative Program Guidelines**

### **FY2008**

**For Fiscal Year 2008, the Grant Writing Initiative Program will provide a total of \$1,000 to persons attending the Summer Grant Proposal Writing Workshop. This workshop will be held May 13 - May 16, 2008 from 9:00 – 12:30. GWI recipients will be expected to participate in each workshop session as well as complete proposal writing assignments each afternoon. By the end of the week, each participant should have an initial draft of a grant proposal.**

#### **Purpose**

To encourage the development of competitive external grant proposals, specifically those from newer and less experienced principal investigators, especially if teamed with a research mentor. This program will support the development of institutional external grant proposals that will have a broad impact upon the University and/or colleges or departments. Funding through this program is intended only for grants or contracts to be submitted and administered through Research and Sponsored Programs.

#### **Award Funds**

Research & Sponsored Programs will provide funds for a Grant Writing Initiative (GWI) Award Program in conjunction with the Summer Grant Writing Workshop held May 13-16, 2008. The workshop will be limited to 20 participants. Each participant will receive \$500 after attending the workshop, and an additional \$500 upon submission of a full grant proposal (not a pre-proposal) through RSP no later than June 30, 2009. Also, the participant must serve as the “Principle Investigator” on the proposal submission. The funds will be administered as salary.

#### **General Guidelines**

Priority will be given to newer and less experienced principal investigators, regardless of their rank or years of service. (Please note, participants in last year’s GWI/Workshop are not eligible to apply for this year.) Newer investigators are encouraged to identify and coordinate grant writing efforts through a mentor. If a mentor is identified, please complete the applicable portion of the cover sheet, including signature. If selected for the workshop, applicants are expected to have identified by May 2, 2008 a specific sponsored research project, including a project title, brief description, funding source and potential full RFP (not a pre-proposal).

#### **Application**

The application is made up of the completed and signed cover page and your curriculum vitae. These must be received in the Research & Sponsored Programs office (HOV 310) no later than 4:00 p.m. on March 3, 2008. (All cover pages will be date and time stamped upon receipt in RSP.)

#### **Review Criteria**

Selections will be based upon the previous grant experience of the applicant (less is better), with additional consideration given to applicants who have identified a more experienced mentor. If more than 20 applications are eligible, selection will be made by a committee made up of the Director of Research and the College Research Coordinators.

## Summer Grant Proposal Writing Workshop Grant Writing Initiative – FY2008

For Fiscal Year 2008, the Grant Writing Initiative Program will provide a total of \$1,000 to award recipients attending the Summer Grant Proposal Writing Workshop. This workshop will be held May 13 - 16, 2008 from 9:00 – 12:30. GWI recipients will be expected to participate in each workshop session as well as complete proposal writing assignments each afternoon. By the end of the week, each participant should have an initial draft of a grant proposal. Funding through this program is intended only for those grants or contracts to be submitted and administered through Research and Sponsored Programs. Also, the participant must serve as the “Principle Investigator” on the proposal submission.

Amount	\$1,000 to be used for salary paid in increments of \$500 after attending workshop and \$500 after grant proposal is submitted through Research & Sponsored Programs.
Eligibility	Tenured, Tenure-track, and full time NTT faculty as well as AP. Priority will be given to less experienced principal investigators with mentors, regardless of rank or years of service. Participants in last year’s Summer Grant Proposal Writing Workshop are not eligible to apply.
Application Deadline	March 3, 2008 by 4:00 p.m.
Program Guidelines	<a href="http://www.rsp.ilstu.edu/internal_grant/">http://www.rsp.ilstu.edu/internal_grant/</a>
<b>Application Information</b>	
Application Cover Sheet	<a href="http://www.rsp.ilstu.edu/internal_grant/">http://www.rsp.ilstu.edu/internal_grant/</a>
Items to Submit	Application Cover Sheet (submit hard copy) and curriculum vitae
Submit to:	Scott Sakaluk, Research and Sponsored Programs, Campus Box 3040, HOV 310
<b>Award Information</b>	
Application Reviewer(s)	College Research Coordinators
Award Notification	March 31, 2008
Workshop Dates	May 13, 2008 through May 16, 2008
External Proposal Submission Dates	May 30, 2008 through June 30, 2009
Final Report Requirements	After submitting the grant proposal through Research & Sponsored Programs, send e-mail to <a href="mailto:jswanton@ilstu.edu">jswanton@ilstu.edu</a> to confirm GWI completion, specifying project title and funding agency.
Final Report Due	July 1, 2009
<b>RSP Contact Information</b>	
Contact Person	Scott Sakaluk, Director of Research or Janis Swanton
Telephone	(309) 438-2528