Faculty Research Grant
Presentation Guidance

The presentation portion of the Faculty Research Grant review process is to help the committee better understand your proposal. This guidance is intended to assist you in building a strong presentation.

Your audience:

- The committee members have read your proposal; focus on the main points.
- They are from diverse academic disciplines. It is likely that none of them will be familiar with your area of scholarship. Avoid discipline-specific jargon. Make your presentation comprehensible to all.

Use your 10 minutes wisely:

- You have a total of 10 minutes for your presentation and questions. Your calendar appointment via Calendly will be for 15 minutes; however, the final 5 minutes is for the committee to discuss your project after you have completed your presentation and left the room.
- For your 10 minutes, keep your presentation to only 5 or 6 minutes.
- Make sure you leave 4 to 5 minutes for questions and answers. You want the committee members to get answers to anything they found unclear or missing when reading and hearing about your project.

The presentation content:

- Organization may vary based on discipline or project type, but as a general rule you'll want to include the following:
    - Summary of the project. The committee members are reading 40+ proposals; jog their memory about yours before you go into the details.
    - Answer the "so what?" question. Why is what you are doing important?
    - Key objectives. What are you hoping to accomplish?
    - How does your research strategy align with your objectives?
    - What outcomes do you expect for each objective?
    - Explain concepts, processes, or practices that might seem unusual to people outside of your discipline.
    - Explain large-ticket items in your budget.
- Visuals can be used to add to your presentation. They are not required.
    - PowerPoint, Prezi, etc
        - Limit your presentation to a few meaningful, well-designed slides. One slide for every 30-60 seconds is a good estimate in this venue.
        - Text heavy slides cause the committee's attention to be diverted from what you are saying and be difficult to read.
        - Have your presentation queued up and ready for your presentation time so you are ready to share it in Zoom.
    - Models, samples, and examples
        - Be sure that they are large enough to be seen.

Questions and answers with the committee:

- This 4- to 5-minute timeframe is your opportunity to answer the lingering questions that the committee has about your proposal. Be sure that your presentation is only 5 to 6 minutes long to allow sufficient time for this.
- Be succinct and ask for clarity if you are unsure of what is being asked.
- Avoid referring the committee members back to your proposal. They have read it, but they are asking questions based on what they have read and heard.

Last updated: 09/03/2021