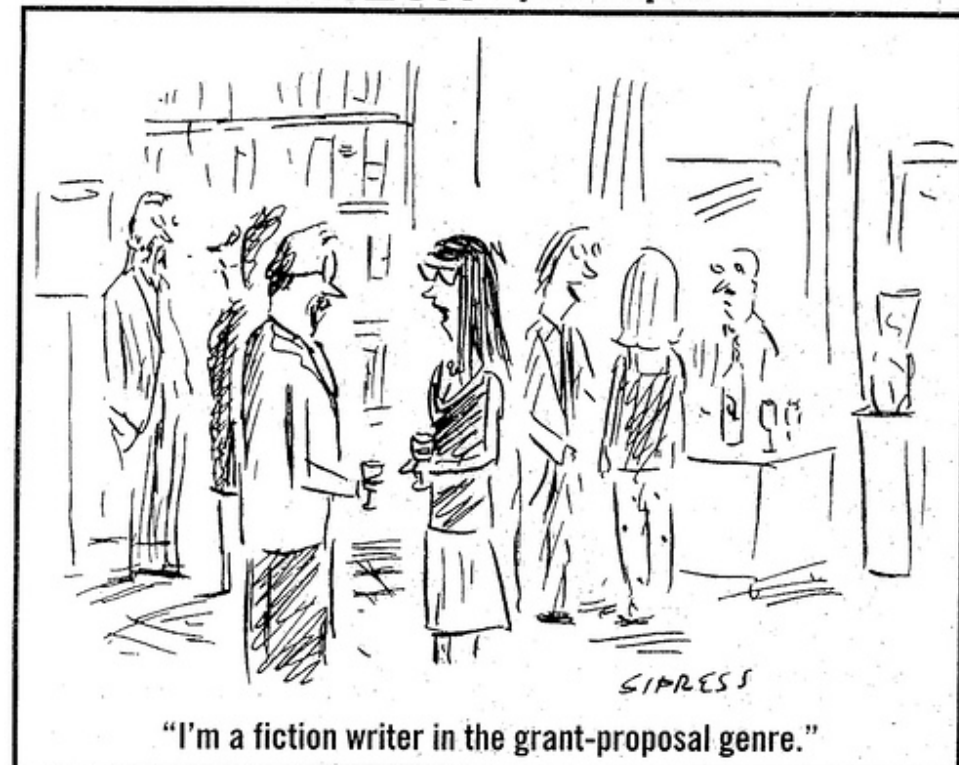# URC Grant Writing Workshop

Choosing a project

- Work with your mentor

- Identify a current and important question to ask.

- Be sure that what you propose is:
  - **S**pecific
  - **M**easurable
  - **A**chievable
  - **R**ealistic
  - **T**ime-bound

"I'm a fiction writer in the grant-proposal genre."

Recipe for a competitive proposal

- Explain the need for the project.

- State your objectives.

- Prepare a work plan.

- Determine the final products and a dissemination plan.

- Review with your mentor.

- Think about your audience….

Parts of a grant

Cover Page

- Title and abstract
- Budget
- Mentor contact information

Narrative

- Background and Significance.
- Objectives.
- Methods.
- Dissemination.
- Budget justification
- Previous funding
- Letter of support
- UW-L Transcript (unofficial)

Background and Significance

- Get the reader's interest early.
- Quote, statistic, or question
  - "This community is like an alcoholic. It would rather think a killer is loose than admit that it's got a drinking problem." – Dan Marcou, La Crosse police lieutenant
  - Wisconsin leads the nation in underage drinking.
  - Why do so many college students binge drink?

Background and Significance

- Background
  - Briefly summarize previous work.
  - Big picture down to your specific topic.
  - Why should the public fund this work? How will society benefit?
  - Your project is logical next step in the field.
- Significance
  - Last sentences address your project in detail.

Solution

Objectives

- 2-3 bullets with specific objectives.

- Objectives can include:

  - <u>Testing a hypothesis</u>: designing an experiment and collecting data.

  - <u>Creative works</u>: producing abstract works that convey a message.

  - <u>Description and annotation</u>: naturalist and archeological forays.

  - <u>Measuring trends</u>: analyzing data for correlations.

Objectives

- Objectives answer the questions:
  - Who?
  - How much?
  - What?
  - By when?
  - What will the results be?
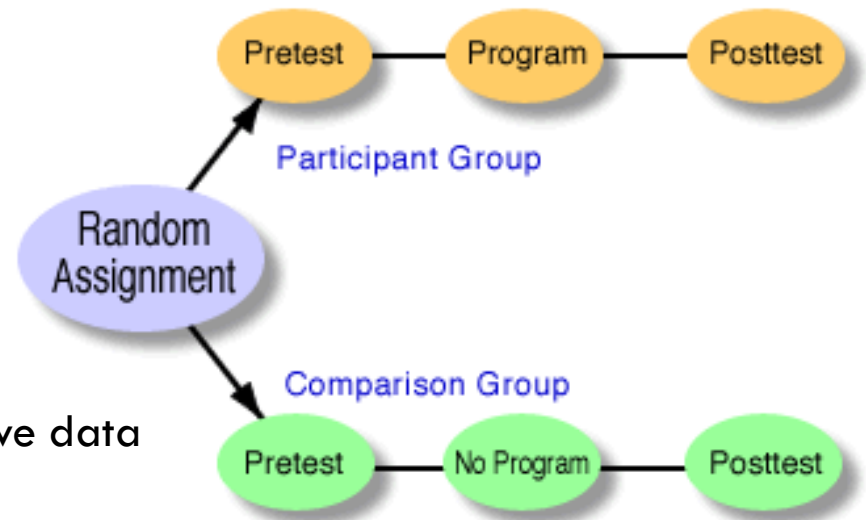- Goals vs. objectives
  - Goals: broad, general, intangible, abstract, cannot be validated
  - Objectives: narrow, specific, tangible, concrete, can be validated

Methods – if human participants

- What will you do to achieve your objectives?
  - Quantitative or Qualitative?
  - Quantitative Design
    - Experimental
    - Quasi-Experimental
    - Survey/Correlational
  - Qualitative Design
    - Interviews/Essays
  - Sample
    - Size
    - Selection
  - Analysis plan for qualitative or quantitative data
  - Reason for any travel
  - Supplies or equipment used
  - Institutional Review Board approval for human participants (unless data is archival)
- These should all tie back to your objectives

Random Assignment

Pretest — Program — Posttest
Participant Group

Pretest — No Program — Posttest
Comparison Group

Methods – Lab or Field Research

- What will you do to achieve your objectives?
- If laboratory or field research
- Explain
  - Method for conducting the research
  - Reason for any travel
  - Supplies or equipment used
- These should all tie back to your objectives

Methods – Performance/Project

- What will you do to achieve your objectives?
- If performance/project based
- Explain
  - Method for developing the performance or project
  - Reason for any travel
  - Supplies or equipment needed
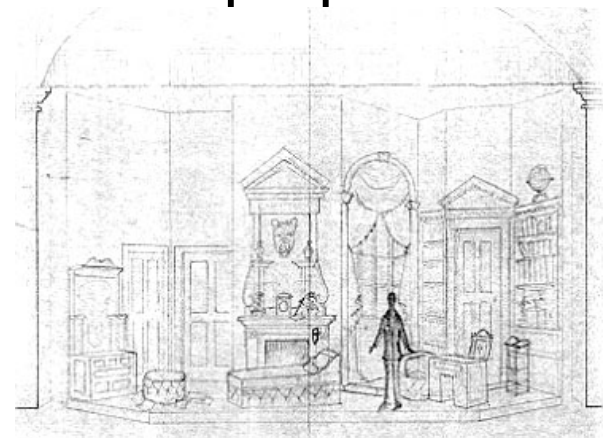
- These should all tie back to your objectives

Methods – Original Source

- What will you do to achieve your objectives?
- If textual or original source
- Explain
  - Method for analyzing
  - Reason for any travel
  - Supplies or equipment needed
- These should all tie back to your objectives

Final products and dissemination

☐ What results do you expect?

☐ How will you tell others about your work?

    ☐ Publication

    ☐ Oral or poster presentation

    ☐ Gallery display
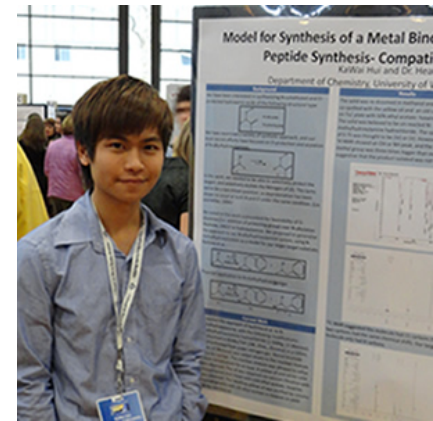
Budget

- Do:
  - Justify equipment
  - Justify travel
  - Round to the nearest dollar
  - Check the accuracy of your math
- Don't:
  - Include unrelated expenses
  - Guess on costs
  - Pad the budget with inflated costs
  - Request money for work you've already done

We DO look at the budget…..

- Check the rules for airfare, mileage, and lodging on the university's travel website or the link on the URC grant page.
- Anything purchased with supply money is the property of your Department
  - unused materials + non-consumables must be returned
- All books are the purchased through the library and belong to the library

Most Common Mistakes

- International:
  - Grant is just used to get airfare.
  - Little or no development of a research question.

- Arts:
  - Grant is just used to get supplies.
  - Only focuses on benefits to artist.
  - No larger motive or purpose.

Most Common Mistakes

- Sciences:
  - Too technical. Uses jargon and undefined scientific terms.
  - Not explained at a general level.
  - Cannot see big picture.

- Humanities:
  - Example questions in surveys not included.
  - IRB required.
  - Sample size and other experimental details lacking

Undergraduate Research and Creativity Committee

- Nine Faculty
  - From all three Colleges
- Two Students

Submission process

- Through Google Documents
  - Let the URC office know you will be submitting a grant by October 19, 2021.
  - Grant writing hunker Oct 19, 4-7 pm, Union 3110 & 3120
  - A folder will be placed into your Google Documents account containing a cover page and narrative.
- Fill out the forms with your mentor
  - Share your files with your mentor and fill them out in Google Docs. This will automatically save your changes.
  - E-mail the URC office when you are done, the grant deadline is October 26, 2021.

Receiving funds

- The Office of Undergraduate Research & Creativity will notify award recipients, typically within 6 weeks of grant submission.

- Funds should be available to students for accepted grants by the end of December for fall submissions, and mid-June for spring submissions.

- http://www.uwlax.edu/urc/