Grants 102:

- How to approach the proposal writing process.
- Assess if a grant is a good fit for you and your research process.
- Grant writing with others.
- Continuous improvement in grant writing.
Seven Habits of highly effective people

1. They take initiative. ("Be Proactive")
2. They focus on goals. ("Begin with the End in Mind")
3. They set priorities. ("Put First Things First")
4. They only win when others win. ("Think Win/Win")
5. They communicate. ("Seek First to Understand, Then to Be Understood")
6. They cooperate. ("Synergize")
7. They reflect on and repair their deficiencies. ("Sharpen the Saw")
Take Charge of Grant Writing:

1. Be Proactive

Consider your research goals and recognize that you can take action now:
Network with colleagues.
Seek mentoring in areas you would like to be stronger.
Look for future funding opportunities.
Take Charge of Grant Writing:

1. Be Proactive

2. Begin with the End in Mind

Consider your future plans for research…
What are your passions?
What makes you curious?
Imagine it’s 5 years into the future, and your research career has been wildly successful…
- What are you doing?
- What do you need to do now to get there in 5 years?
Take Charge of Grant Writing:

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First

What do you need to do differently to be able to devote more time to writing?
- The challenges of competing interests…
Competing Interests

- Family
- Research
- Teaching
- Travel
  - conferences
  - presentations
- Recreation
- Home
- Auto
- Publications
- Health
- Keeping up with the literature

Grant Writing

Your Future?

You are here
Take Charge of Grant Writing:

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First

What do you need to do differently to be able to devote more time to writing?
- The challenges of competing interests…

For a grant project, what’s likely to take the longest? Do those things first.
- Letters of support – especially if from an organization or government agency.
- Budget – contact the Research Foundation early to get on their calendar. Meet with the GCA at the Research Foundation to discuss the budget (make sure the grant funding will cover your costs!)
Your completed proposal is DUE to Pre-award at least 5 business days before the funder’s deadline.

If that deadline is not met, the Research Foundation cannot guarantee on-time submission.

Plan ahead to prevent problems like...

- The stress of an impending deadline, which can contribute to errors.
- Other proposals are likely to be ahead of yours in the queue.
- ODU’s transmission systems could go down.
- No time for an appropriate review by the GCA.
- The department chair or dean may not be available to provide required signatures.

AVOID 11th-hour Proposal Submissions
Take Charge of Grant Writing:
1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First

What do you need to do differently to be able to devote more time to writing?
- The challenges of competing interests…

For a grant project, what’s likely to take the longest? Do those things first.
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Before you start writing your proposal, plan out the steps of the entire project. A Gantt chart is perfect for this and you can also use it as a “Project Timeline” or “Implementation Schedule.”
A Gantt chart is a great way to visually “explain” your project timeline in a grant proposal. Two examples of Gantt charts are included below.

**Fig. 1:** Gantt chart of the project. See Task List in Table 1 below.
1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win

That’s how the funder sees it!
What is the funder’s mission? How will your research support their mission?
1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, Then to be Understood

Collaboration isn’t easy!
1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, Then to be Understood

Consider how you can integrate your research with other professional activities.
1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, Then to be Understood

7. Sharpen the Saw
   
   Seek out feedback. Talk with Program Officers. Go for continuous improvement!
1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, Then to be Understood
7. Sharpen the Saw
8. Find your voice and inspire others to find theirs.

Teach your grad students about grant writing!
GET IN TOUCH - VISIT THE OFFICE OF RESEARCH WEBSITE
Research Development Team – We offer strategic proposal development services for ODU tenure track and tenured faculty.

- Review solicitation to ensure eligibility and match with project.
- Support large/multi-disciplinary proposals.
- Project/proposal planning.
- Assistance identifying collaborators.
- Review draft proposals to ensure solicitation requirements are addressed and clearly presented.
- Intensive edits for correct language, usage, grammar and spelling.
- ‘Quick’ final edits.
RESEARCH DEVELOPMENT at ODU

Jackie Stein
DIRECTOR OF RESEARCH DEVELOPMENT

GRANT DEVELOPMENT SPECIALISTS:

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Dan Campbell

College of Arts & Letters
Strome College of Business
Darden College of Education
Batten College of Engineering & Technology
College of Health Sciences
College of Sciences
Good Luck!

Questions?

“It’s a foolproof formula for writing grant applications.”