

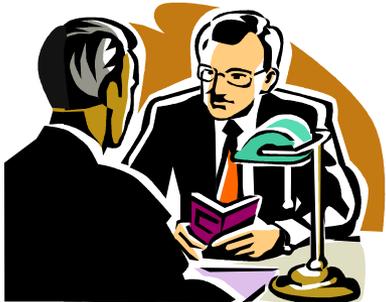
UTK  
Grant Writing Institute  
2012

# Institute Mission

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- ❑ Develop knowledge and skills related to grant writing
  - Workshop sessions
  - Partner with PDT
  
- ❑ Engage the culture of sponsored research
  - Learn from experienced mentors
  - Interact with grant program officers



*Goal:  
Become active in sponsored research game!*



# Institute Methods

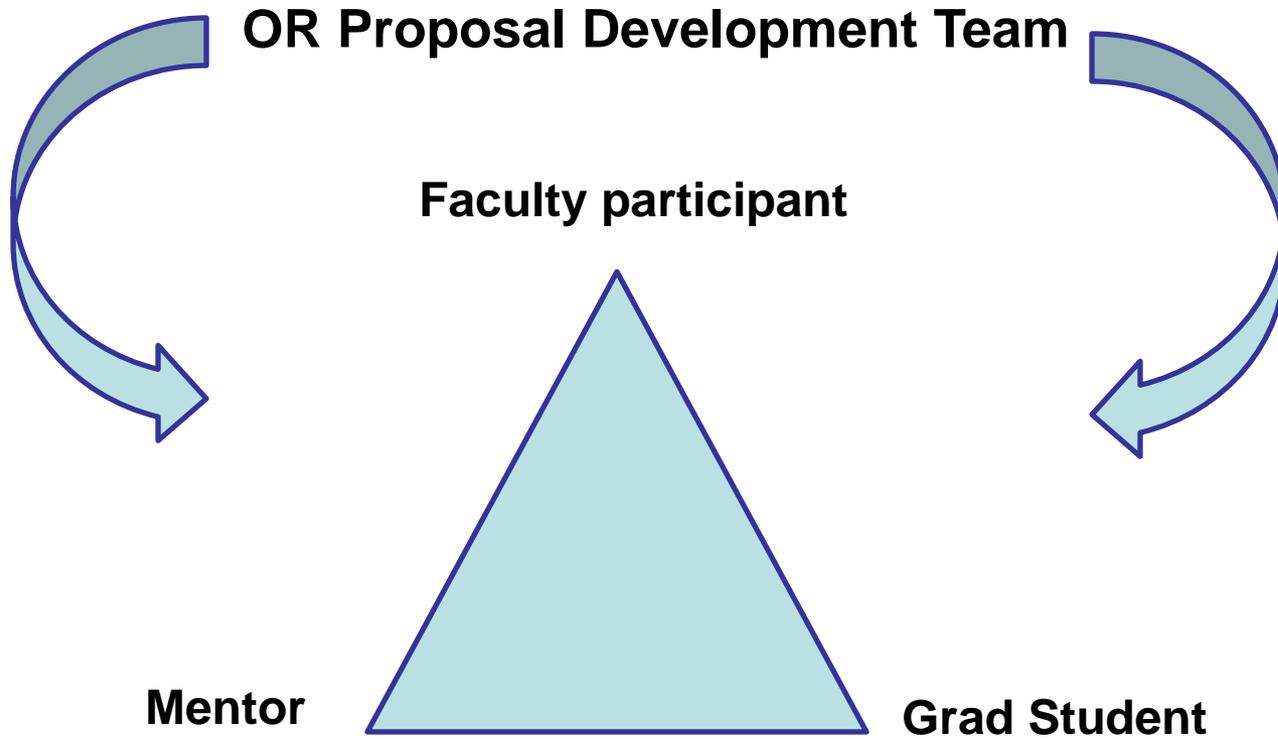
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- ❑ Grant writing workshops – May & June
- ❑ Reading and writing assignments
- ❑ Group discussion
- ❑ Consultations with mentors
- ❑ Writing: Draft – PDT critiques – rewriting
- ❑ “Day in DC”: Meetings with program officers
- ❑ Mock Review Panel (Mentors)
- ❑ Submission of fully developed proposal – Fall/Winter





# Institute Structure



# Promotional Flyer



## Announcing the 2012 UTK Grant Writing Institute “Developing NIH Grant Proposals”



Co-Sponsors: Office of Research; the Graduate School;  
Colleges of Arts & Sciences; Education, Health & Human Sciences;  
Engineering; Nursing; and Social Work

*Designed for faculty who are relatively inexperienced with NIH proposals, this intensive summer “boot camp” will immerse participants in the art and science of writing a strong grant proposal. Upon completion of the program, and with support from the Proposal Development Team, each participant will submit a well crafted, internally reviewed proposal to a targeted NIH grant program.*

### Call for Applications

- **Tenure track faculty from sponsor Colleges are eligible**
- **A total of 12 applicants from sponsor colleges will be accepted for the 2012 Institute**
- **Faculty participants will receive a stipend of one month summer salary (1/9 AY salary)**
- **All participants may request up to \$300 for proposal development expenses**
- **Eight half day grant-writing workshops will be held from May 17 to June 21 with individual follow up sessions during fall term**
- **A “Trip to DC” will feature meetings with grant program officers at NIH**
- **Participants will be invited to nominate a UT graduate student to participate as a Graduate Fellow**
- **Proposals will be submitted to the National Institutes of Health as a final requirement**
- **Applications are due February 3, 2012; forms and additional information are available at [www.research.UTK.edu](http://www.research.UTK.edu)**

### Call for Mentors

- **Senior UTK faculty with a track record of success with NIH are encouraged to apply**
- **Mentors will meet periodically with an Institute participant to provide guidance on issues related to developing a strong grant proposal, and to review draft materials as they are developed**
- **Mentors will also assist with curriculum development for Institute workshops, and will participate in the mock review panel**
- **Mentors' honoraria will be \$1,200**
- **Applications are due February 15, 2012; forms and additional information are available at [www.research.UTK.edu](http://www.research.UTK.edu)**



Questions?  
Contact Bob Porter, Office of Research  
[reporter@utk.edu](mailto:reporter@utk.edu) 974-3053



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# Program Description Booklet

**University of Tennessee/Knoxville**  
**2012 GRANT WRITING INSTITUTE**  
**“Developing NIH Grant Proposals”**

**Program Description**  
**Application Forms**

- Faculty Participants
- Mentors
- Graduate Fellows

Sponsored by:

**UTK Office of Research**  
**Colleges: Arts and Sciences; Education, Health & Human Sciences;**  
**Engineering; Nursing; and Social Work**  
**The Graduate School**

# Competency areas

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1. Proposal writing skills
2. Interactions with funding agency(s)
3. Process: Proposal submission  
and grant administration

# Grant Writing Institute Pre-test (Participant Needs Assessment)

*1 = Little or no knowledge or skill; 2 = Some knowledge or skill but not adequate;  
3 = Adequate knowledge or skill; 4 = Excellent knowledge or skill*


→
*Degree of emphasis*
←

<b>Low Need (3+4 ≥ 7)</b>	<b>Moderate Need</b>	<b>High Need (1+2 ≥ 7)</b>
<p>10 – Organizing the key parts of a proposal in sequence</p> <p>22 – Understanding the steps in the VT proposal development and submission process</p>	<p>1 – Conceiving a fundable research project</p> <p>2 – Searching online databases to locate potential sponsors</p> <p>7 – Locating potential collaborators</p> <p>9 – Locating successful proposals to use as models</p> <p>11 – Writing each key part of the proposal effectively</p> <p>14 – Constructing an effective work plan for accomplishing project objectives</p> <p>17 – Constructing a complete project budget</p> <p>19 – Understanding how grant reviewers evaluate proposals</p> <p>20 – Understanding how grant review panels work</p> <p>24 – Assuring the project will meet relevant compliance rule of the university and government agencies</p> <p>26 – Complying with requirements for project reporting</p>	<p>3 – Locating previous awards made by target sponsors</p> <p>4 – Matching my project ideas to a sponsor’s funding goals</p> <p>5 – Arranging a meeting with a grant program officer</p> <p>6 – Conducting a successful meeting with a grant program officer</p> <p>8 – Preparing a practical work plan for submitting a well crafted proposal</p> <p>12 – Writing a convincing argument for funding my project</p> <p>13 – Writing specific, concise project goals and objectives</p> <p>15 – Developing an adequate staffing plan for accomplishing project objectives</p> <p>16 – Designing a strong evaluation/outcomes plan</p> <p>18 – Composing a persuasive abstract or project summary that sell my project to reviewers</p> <p>21 – Becoming a review panel member to learn how the system works</p> <p>23 – Knowing who the key VT people are and how they can help with proposal preparation and submission</p> <p>25 – Knowing how money awarded to a successful proposal will be handled</p>

# Workshop agenda:

The screenshot shows a web interface for the Grant Writing Institute (GWI) 2012. At the top, there is a navigation bar with the 'Online@UT' logo and user options: Robert Porter, My Places, Home, Help, and Logout. Below this is a secondary navigation bar with tabs for My Institution, Courses, Community (selected), Technology@UT, UT Libraries, Language Placement Exams-2012, and Emergency Preparedness. The main content area is titled 'Grant Writing Institute (GWI) 2012 Announcements' and includes an 'Edit Mode is: ON' indicator. A left sidebar contains a menu with items like Announcements, Contacts, Materials, Tools, OIT Help, Information, Facilitator Information, Documents, Communication, Discussion Board, External Links, Calendar, Homework, Grantseekers Toolkit, Prop Dev Team, and GWI Blog. The main content area features a yellow 'Announcements' header with a speaker icon and a 'Create Announcement' button. Below this is a grey bar stating 'New announcements appear below this line'. The primary announcement is titled 'Agenda for Thursday, May 17' and lists the following schedule: 9:00 Introductions, 9:30 Results of GWI Pre-Test, 9:40 NIH Overview; Funding Mechanisms, 10:00 A Starting Point: Six Points on a Proposal Road Map, 10:45 Break, 11:00 UTK Resources: Grantseekers Tool Kit, NIH Award Winners, 11:10 What Do We Want to Learn From Our Mentors? Top 10 Questions (Small group exercise), 11:55 Blackboard & Homework Assignments, and 12:00 Adjourn. A note at the bottom states: 'Note: Assignments for next session are posted in HOMEWORK box; other resources are in DOCUMENTS'. On the right side of the announcement, it is noted as 'Posted by: Robert Porter' and 'Posted to: Grant Writing Institute (GWI) 2012'.

Online@UT

Robert Porter My Places Home Help Logout

My Institution Courses **Community** Technology@UT UT Libraries Language Placement Exams-2012 Emergency Preparedness

Grant Writing Institute (GWI) 2012 Announcements Edit Mode is: ON

## Announcements

New Announcements appear directly below the repositionable bar. Reorder by dragging Announcements to new positions. Move priority Announcements above the repositionable bar to pin them to the top of the list and prevent new Announcements from superseding them. The order shown here is the order presented to Students. Students do not see the bar and cannot reorder Announcements.

Create Announcement

New announcements appear below this line

### Agenda for Thursday, May 17

Posted on: Thursday, May 17, 2012

- 9:00 Introductions
- 9:30 Results of GWI Pre-Test
- 9:40 NIH Overview; Funding Mechanisms
- 10:00 A Starting Point: Six Points on a Proposal Road Map
- 10:45 Break
- 11:00 UTK Resources: Grantseekers Tool Kit, NIH Award Winners
- 11:10 What Do We Want to Learn From Our Mentors? Top 10 Questions (Small group exercise)
- 11:55 Blackboard & Homework Assignments
- 12:00 Adjourn

Note: Assignments for next session are posted in HOMEWORK box; other resources are in DOCUMENTS

Posted by: Robert Porter  
Posted to: Grant Writing Institute (GWI) 2012

# Homework between sessions:

Online@UT

Robert Porter My Places Home ? Help Logout

My Institution Courses Community Technology@UT UT Libraries Language Placement Exams-2012 Emergency Preparedness

Grant Writing Institute (GWI) 2012 Homework Edit Mode is: ON

Grant Writing Institute (GWI) 2012

- Announcements
- Contacts
- Materials
- Tools
- OIT Help
- Information
- Facilitator Information
- Documents
- Communication
- Discussion Board
- External Links
- Calendar
- Homework
- Grantseekers Toolkit
- Prop Dev Team
- GWI Blog

## Homework

Build Content Create Assessment Add Interactive Tool Assign Textbook

### Assignments for Thursday, May 24 session

Assignments for May 24 Session

Readings:  
Porter, "Can We Talk? Contacting Grant Program Officers"  
Gerin, Writing the NIH Grant Proposal, Ch. 3, "Funding Mechanisms," pp. 15 - 38.

Assignments:

1. Set an appointment to interview your mentor. Ask the questions developed in our first session and come prepared to share your findings next Thursday, May 24. (F/GF)
2. Complete the first draft of your six answers to the "Starting Point" exercise. Using the sample preabstract appended to the paper on contacting grant program officers as a model, compose your own preabstract. Review this with your mentor, and post on BlackBoard prior to our next session. (F/GF)
3. Based on your reading of Gerin's taxonomy, identify the NIH funding mechanism(s) most appropriate to your career stage and research interests. (F+GF)
4. From the Grantseekers Tool Kit, select an article, guide or manual that you think will be most helpful in your grantseeking. Post your choice on BlackBoard, justifying your selection. (F+GF)

Note: On F/GF and F+GF designations:  
F/GF means Faculty and Grad Fellows are to work together on the assignment, and if it is to be posted on BB, the faculty member will post it.  
F+GF means you are to respond separately and either post your responses on BB, or bring your individual work to the next session, as per instructions.

### Preabstracts

Based on your answers to the "Starting Point" exercise, and using the sample preabstract as a model, compose your own preabstract, review it with your mentor, and plan to use it in initiating contact with a grant program officer. (F/GF)

### Grantseekers Tool Kit resources

From the Grantseekers Tool Kit, select an article, guide or manual that you think will be most helpful in your grantseeking. Post your choice on BlackBoard, justifying your selection. (F+GF)

ORGANIZATION MANAGEMENT

# Deliverables

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- ❑ Submission of well crafted, internally reviewed proposals to targeted grant programs



# 2012 Budget



## PROJECTED GRANT WRITING INSTITUTE BUDGET, SUMMER 2012 (FY2013)

Participants: 12 Faculty  
12 Graduate Fellows  
12 Mentors  
36 Total

Stipends:  
Faculty: \$7,000 x 12 = 84,000  
Mentors: \$1,200 x 12 = 14,000  
Grad Fellows: \$1,200 x 12 = 14,000  
112,000

Proposal Development Fund:  
\$300 x 4 = 1,200

Supplies:  
Books: \$40 x 30 = 1,200  
Ring Binders: \$20 x 30 = 600  
Misc: 200  
2,000

Day in DC:  
Bus: 3,500  
HOTEL:  
Lodging: \$235 x 24 x 2 = 11,280  
Meeting room, service fees 500  
Meals (3 days): 24 x \$213 = 5,110  
Taxi, Metro Fares: \$20 x 20 = 400  
20,800

TOTAL: **136,000**

Cost sharing:

**OR:** \$136,000 - \$23,000 Grad School x 50% = 56,500  
**Colleges:** \$136,000 - \$23,000 Grad School x 50% = 56,500\*

**Graduate School:**  
Grad Fellow stipends: 1,200 x 12 = 14,400  
Lodging: 12 x 235 x 2 = 5,112  
Meals: 12 x 213 = 2,556  
Misc: 32  
**23,000**

**TOTAL:** **136,000**

\* College/Dept. cost share per faculty participant = 56,500/12 = \$4,700

## Summary of Proposals and Awards, Class of 2011 June 2011 – May 2012

# Faculty Participants	Proposals Submitted	Awards	Total Amount
12	44	13	1,337,800

Avg. # proposals/participant: 3.67  
Overall proposal success rate: 30%

# Sometimes it takes a while...

From: Tedesco, John [tedesco@vt.edu]

Sent: Friday, July 08, 2011 4:42 PM

To: Porter, Robert Eugene

Subject: Greetings from Virginia Tech

Greetings Bob,

The summer grant-writing program you coordinated in 2006 was instrumental to getting me involved in the grant-writing process and for teaching me the basics...and encouraging me to be patient and persistent.

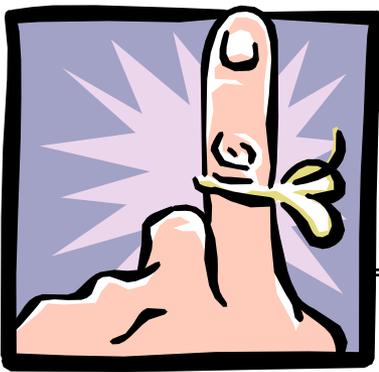
Good news: The Virtual Town Hall project, for which I am co-PI, will receive \$750,000 from NSF spanning the next three years.

Finally! The idea that "a long journey begins with a first step" certainly applies to my grant pursuits, so a big thank you to you, Bob, for getting me started; I remain grateful for your class and all you shared with us.

I hope life is treating you well.

Fondly,

John



Remember...

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*“The meek may inherit the earth, but not the grant dollars.”*

*- J. Paul Getty*

*“God gives every bird his worm, but he does not throw it into the nest.”*

*- P. D. James*