



Writing a Winning Proposal

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Today's Agenda



TIME
MANAGEMENT



GRANT WRITING
PROCESS



RIGOR & MERIT



IMPACT OR
RETURN ON
INVESTMENT



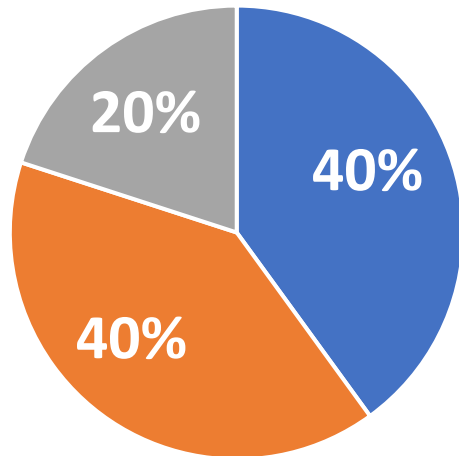
TIPS &
STRATEGIES

Time Management

Finding the time to write grant proposals



Typical Expectations



- Teaching
- Research/Scholarship
- Service

- Most Common Model (40-hr work week):
- Teaching @ 40% = 16 hours/week
- Research @40% = 16 hours/week
- Service @ 20% = 8 hours/week

The Reality

- Work hours vary from 40-75/wk
- Avg = 61 hours/wk

Teaching @ 58%

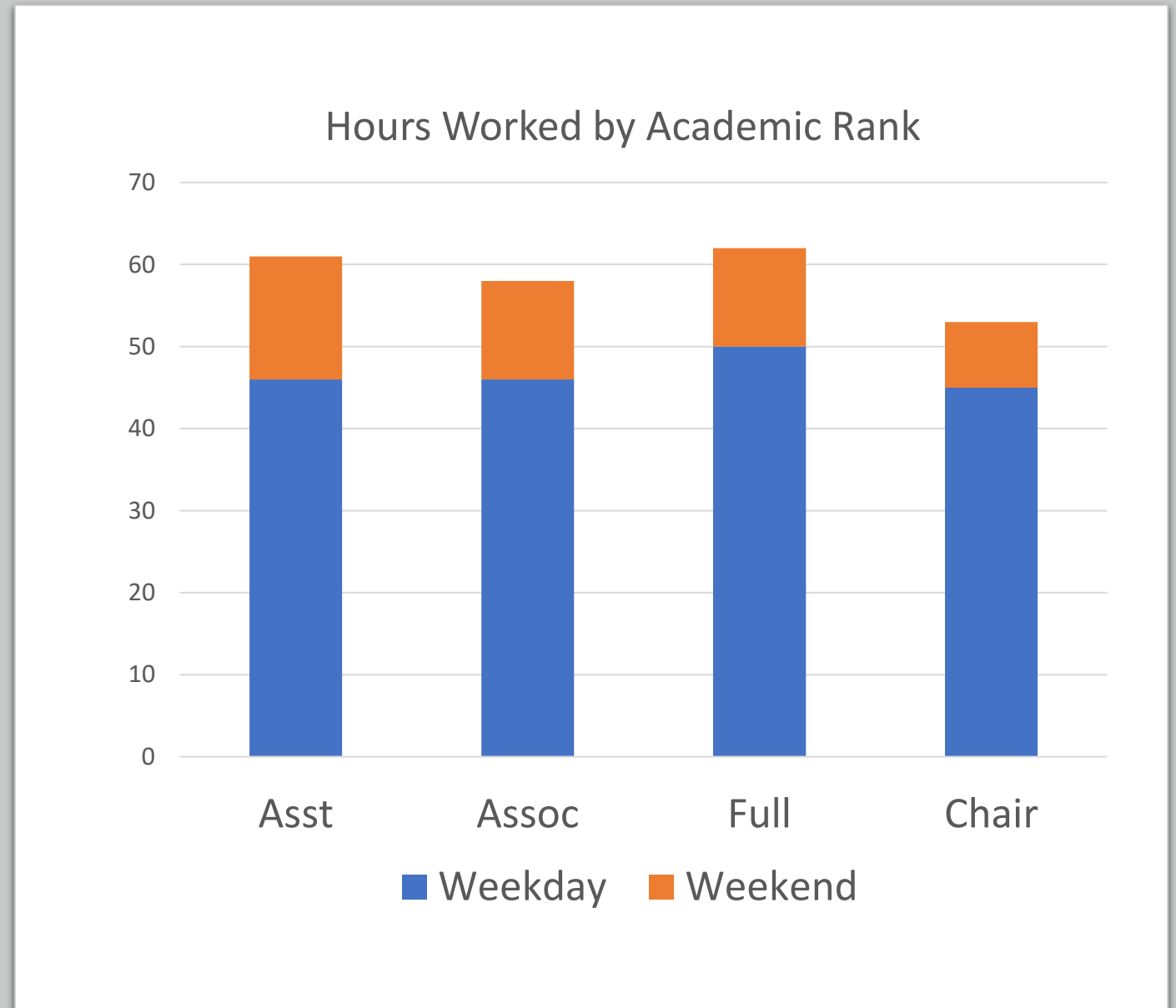
- 35 hours/week

Research @22%

- 13 hours/week

Service @20%

- 12 hours/week

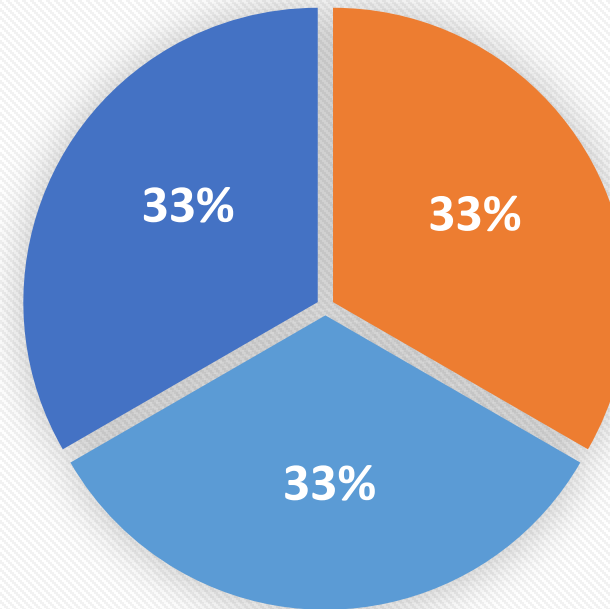


GRANT Writing

- **Give** yourself lots of time to prepare, write, and revise proposal
- **Reach** out to internal supports and external partners and collaborators
- **Assess** community, classroom/ institutional, or industry needs
- **Network** with colleagues, mentors and community
- **Train** students as research assistants

<https://www.facultyfocus.com/articles/teaching-and-learning/writing-your-first-grant/>

Grant Proposal Preparation



■ Planning ■ Writing ■ Revising

Objective Activities		Performed by	Timeline	Budget (optional)
Objective 1	Activity 1a	<ul style="list-style-type: none"> • PI • Co-PI • Consultant • Qty of students 	Step 1: Months 1-3, Year 1 Step 2: Months 2-5, Year 2 Step 3: mm/yyyy – mm/yyyy	
	Activity 1b			
	Activity 1c			
	Impact:			
Objective 2	Activity 2a	<ul style="list-style-type: none"> • PI • Co-PI • Qty of students 	Step 1: mm/yyyy – mm/yyyy Step 2: mm/yyyy – mm/yyyy Step 3: mm/yyyy – mm/yyyy	
	Activity 2b			
	Activity 2c			
	Impact:			
Objective 3	Activity 3a	<ul style="list-style-type: none"> • Co-PI • Qty of students • External Evaluator 	Step 1: mm/yyyy – mm/yyyy Step 2: mm/yyyy – mm/yyyy Step 3: mm/yyyy – mm/yyyy	
	Activity 3b			
	Activity 3c			
	Impact:			

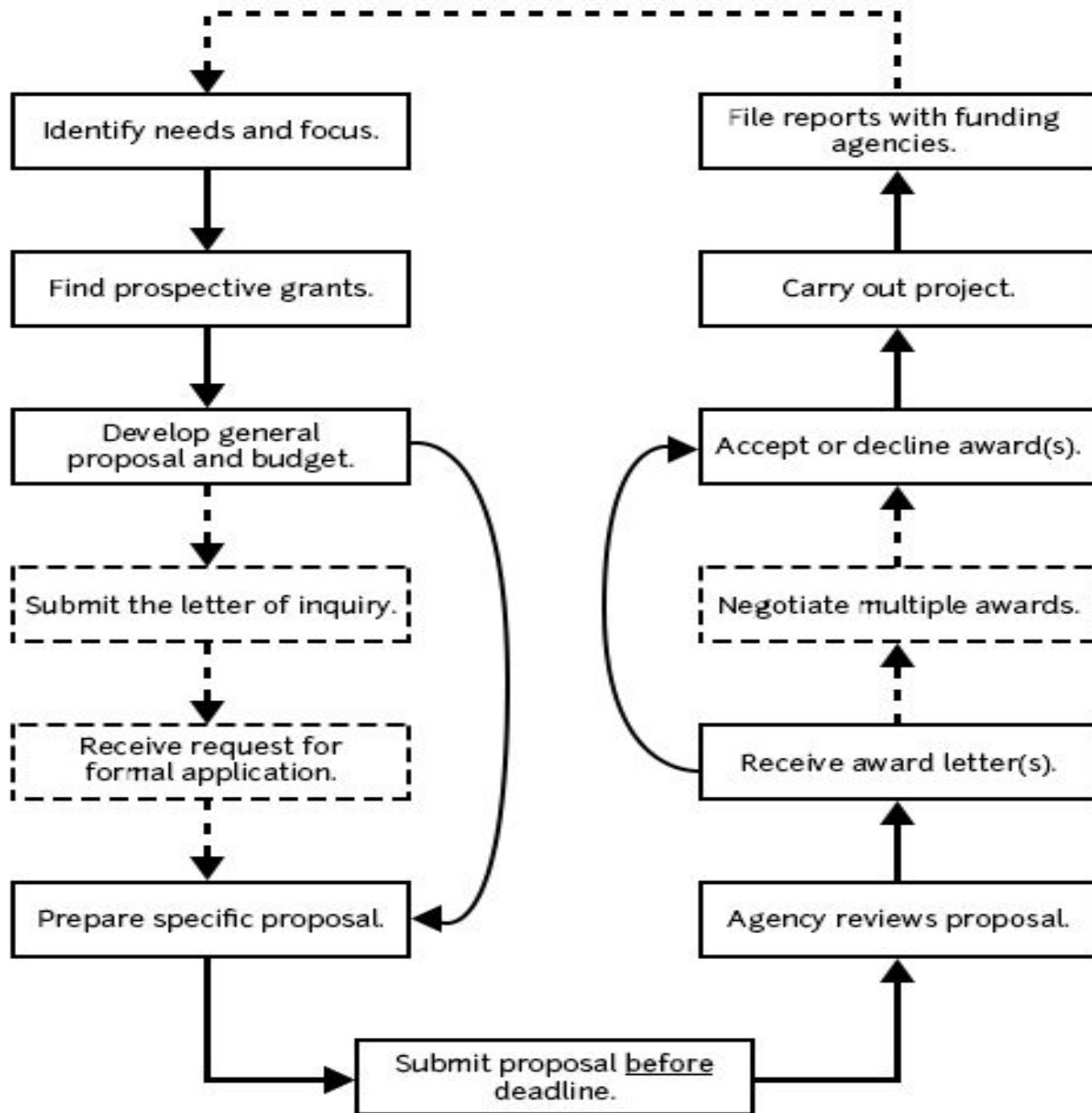
- Helps with planning grant project
- Defines roles and responsibilities
- Manages life demands/eases stress
- Can be placed into project narrative (or budget justification w/budget column)
- Conveys grant management expertise to reviewers



Grant Writing Process

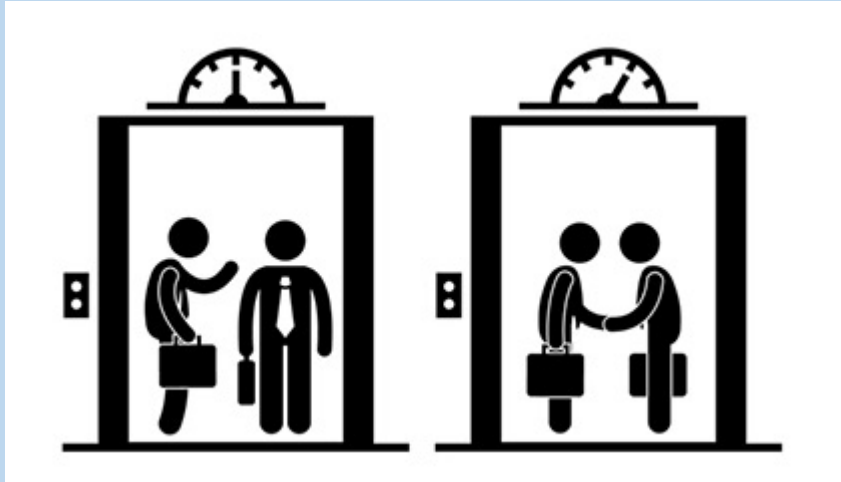
It is a circular process!

Diagram 1. The Grant Writing Process



- Begin with an early idea
- Follow proposal guidelines exactly
- Be explicit and specific
- Be bold and credible
- Connect RQs to objectives to methods to results to dissemination
- Anticipate reviewer questions
- Apply often
- Revise rejected proposals

Find your compelling story



Compelling one-minute story

I want to
know
more!!

Example:

Type into the chat what you like and/or don't like about this one-minute speech.

Today's problems demand a qualified and diverse STEM workforce; however, the low numbers of underrepresented minority students (URMs) and women in research programs are recognized as a key problem in undergraduate education. This proposal gets to the heart of the matter through three parallel pipelines: 1) focused faculty research, 2) student-centered industry-inspired projects, and 3) education and community engagement. CSUX is the prime location to influence change. A federally-designated, state-funded, mid-sized Hispanic Serving Institution located within range of a booming data-driven industry, the student population is majority Hispanic, first-generation college-attending, and female - all attributes with which the PI identifies. By providing undergraduate students with early quality research opportunities, much-needed resources and mentorship, and building industry and community relationships, a generation of talented but underserved students will be uplifted and transformed into research leaders and role models within our national community.

Writing the Project Summary



- Plagiarize the RFP
- Tell a compelling story
 - What, why, how
 - (who and when can be in the longer narrative)
- Revise, revise, revise
- Non-technical
- No citations
- Only the strengths

Project Narrative: Common Components

What:

- Problem/Issue
- Project description

Why:

- Importance/Significance
- Purpose/Rationale
- Impact

Who:

- Personnel
- Context

When

- Timeline

How:

- Methods and Design
- Rationale again

Advancing Knowledge

Rigor of methods

Transform thinking

Generate novel questions

Feasible scope of work based on:

- Research team
- Timeline
- Budget
- Institutional resources

Impact

Dissemination of knowledge

Training students

Diversifying the next generation of the workforce

Community outreach

New pedagogical practices

Incorporating findings into courses across the CSU

More Strategies & Tips

The Power of Word Choice Example



The findings from this project will close a gap in the literature and lead to further study.



The findings from this project will transform our understanding, create new lines of inquiry, and generate innovative solutions.



The findings from this project will transform our understanding of how media influences our perceptions; create new lines of inquiry about the associations between perception, biases, and behavior; and generate innovative solutions for how media is produced and consumed.

Writing Style Tips

Write for the Generalist

- Avoid jargon, too many acronyms, or highly technical language
- Use active voice

Clear Structure

- Make evaluation criteria content easy to find
- Create a clear logical flow
- Use visual aides (figures, tables) and white space

Follow Guidelines Exactly

- Font size and type, margins, page limits, word limits
- Required sections and supporting documents

Use Space Effectively

- Number citations to save space
- Refer to other sections
- Use captions to convey content
- Break up dense text with tables




Questions



Comments

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Feedback

