

# Grant Writing Is It a Different Writing Genre?

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## Training aims

- > Frame of mind
- > Effective Grant Writing
  - Specific grant writing considerations for different sections of the grant application:
    - Title, Abstract, Aims, Work Plan and Activities, Timeline, Biographical Sketches, Facilities and Resources
- Grant Writing Tips
  - Writing tips
  - Academic writing vs. Grant writing

## Some Terms and Acronyms:

- ORG: Office of Research and Grants
- FOA: FundingOpportunityAnnouncement
- > RFP/RFA: Request for Proposals/Applications
- > PA: Program
  Announcement

- > Plan ahead
- Ask for help
- > Network
- > Read carefully
- > Proofread
- > Review pre-submission
- Sign-up to be a reviewer

#### Frame of mind

#### > Excitement

- If you are not enthusiastic about your project, the reviewer will not be excited about it either?



#### > Opportunity

- Chance to develop long-terms plans
- Opportunity for an in-depth analysis of the literature
- Free expert evaluation for your project direction
- Potential financial support for your project



## Effective Grant Writing

Grant Sections Specifics

### Writing Effective Grants

#### > Study

- Study your sponsor, know your audience
- Read the FOA carefully
- Seek, gather and evaluate grants-related information
- Know the trend (for example, interdisciplinarity is increasingly relevant)

#### > Strategize

- Identify best location for different types of information
- Plan to leverage resources for broadest impact
- Identify grant reviewers and seek their feedback
- Network with peers and inquire about their experience

#### > Practice and review

- Sign up to become a reviewer
- Practice, practice, practice

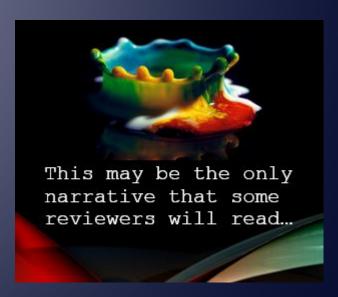
## Grant Specifics: Title

- Informative
  - Descriptive of the scope of research/program
  - Indicating the general approach
- > Concise
- > Not restrictive
- > May use acronym if possible
- > Exercise:
  - Take a minute to write up your title
- Sample:
  - Enhancing the Quality of University Infrastructure and Processes for Research Administration (EQUIP-RA)



## Grant Specifics: Abstract

- > 3Cs: clear, concise, complete
- > 3Ws: what, why, how
- > Should be intriguing (invite to read more)
- > Storytelling approach (with supporting statistics)
- > Sustain a "rhythm"
- > Suggested length: 250 words



## Grant Specifics: Aims

- Introduction:
  - briefing on the problem
  - statement for long-term goals
- > Describe aims with info on the approaches
- > Organize:
  - according to questions rather than methods
  - start with most ready aim and end with aim that needs most preparation or testing
- > Include:
  - not too few, not too many aims
  - one aim that is risky but highly rewarding
  - Aims that are not inter-dependent
  - Aims that can support each other
- Make it specific and measurable

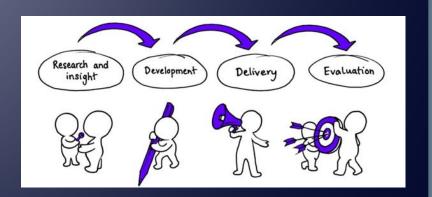
It is anticipated that completion of the new curriculum will result in enhanced student scores.

VS

At least 80% of course graduates will pass the National Registry Examination.

## Grant Specifics: Work Plan/Activities

- > Describe in sufficient details (instills confidence)
- > Explain purpose before describing methods
- Moderate redundancy is acceptable
- > Discuss limitations and difficulties
- > Connect with the expected results
- Outline the evaluation plan
- Outline the dissemination plan



## Grant Specifics: Timeline

- > Timeframe should be reasonable
- > Outline:
  - important dates: start date, end date, milestones
  - sequence of activities
  - dependent activities
- > Use Gantt charts if allowed

Proj	ect Milestones: Administrative Core Compor	nent							<b>♦</b> - th	is sig	n mar	ks the	chec	kpoin	s					
Task	Project Milestones	Yea	r 1: 2	016-	2017	Yea	2: 2	017-	2018	Yea	r 3: 2	018-	2019	Yea	r 4: 2	019-2020	Yea	r 5: 2	020-2	021
ID	Category/Task	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3 Q4	Q1	Q2	Q3	Q4
	Staff hiring and office setup														DM D	Project Man	oner			
AC1	Hire PM and PA - US (APU)		٠											1	PC - F	roject Coo	rdinato	or		
AC2	Hire PC and PA - Philippines (NIHP, CPN)		٠													roject Assi.		ator		
AC3	Hire RC and CBC - Philippines (NIHP)		•								RC - Research Coordinator CBC - Capacity Building Coordina								dinator	
AC4	Establish offices in US and Philippines		•													- Regional Research A				
AC5	Hire RegC and RA in Philippines (NIHP)	•												Community			ard			
AC6	Organize team, plan Admin Core events Setup communication, schedule all meetings		٠															٠		
AC7	Setup online tools for project management		٠								٠				٠			٠		
AC8	Annual Team meeting (plan & execute)											г							,	
AC9	Coordinate trips to Philippines and Cambodia			٠				٠		Г		٠				•			,	
AC10	Coordinate quarterly meetings w/ Philippine Dept of Health			+				٠				٠				•		-		
AC11	Assemble CABs and organize semiannual mtgs				•				٠		П	-	•		П	•			+	
AC12	Diseminate meeting proceedings and comm. decisions					٠				•							٠			
AC13	Coordinate NIMH Annual Meetings hosting						•								•					
AC15	Revisit milestones chart for all components				•								-				٠			
	Research Administration																			
AC16	RCR Training of all research staff (annual)		٠							- 4	•			-	٠			٠		
AC17	Progress and financial reports - all partners			٠	•	•		٠		•		٠				•	٠	•		
AC18	Subrecipients monitoring and/or audit						-	٠				٠				•		•	,	
	Project Implementation																Г			
AC19	Assemble regional CABs, develop network, build listserv		•			•		•					•				,			
AC21	Coordinate Scale Up mtgs and trainings			•			- 1	+				•				•				
AC22	Coordinate CB mtgs and organize CB Annual Summit			٠				•				•				•				
AC23	Prepare Social Networking & Marketing Materials							٠				٠			-	•			•	
AC25	Coordinate Websites development & maintenance						•		11-		•				•			•		
AC26	Facilitate development of training materials					•				•							•		,	

## Grant Specifics: Biographical Sketches

- > Showcase strong track record
- > Insert a personal statement
- > Stay relevant (resist the urge to include everything)
- > Include photos if allowed
- > Use the sponsor's format if provided



### Grant Specifics: Facilities and Resources

- > What to include here:
  - Office space, labs, special equipment, media and technology, libraries, special service units (i.e. ORG)
  - The team is a resource: this can be another place to highlight the strength of your team
- > Describe only relevant information
- > Be consistent:
  - consistent with public sources (web)
  - consistent throughout the application
- Discuss limitations and difficulties



## Graphics

- > Illustrate and bring clarity
- > High quality images
- > Support the narrative
- Make it easy to follow
- Important to label and make reference in the narrative

See sample

Figures, Images

Data charts, Gantt charts

Tables, Visual aids





## Grant Writing Tips

Take home

## Writing Easily Understood Grants (I)

#### > Writing tips

- Write in short, hard hitting sentences
- Eliminate unnecessary words
- Take advantage of thesauruses
- Use action verbs (this will convey enthusiasm)
- Eliminate multiple drafts
- Use words from the FOA (make sure you have a good understanding of the terms)
- Incorporate references and data

#### > Academic Writing vs. Grant Writing

Contrasting perspectives



# Writing Easily Understood Grants (Academic Writing vs. Grant Writing)

#### **ACADEMIC WRITING**

- Researcher-centered
- Past oriented
- > Expository
- Impersonal
- > Individualistic
- > Few length constraints
- > Specialized terminology

WORLD OF IDEAS (thesis, theory, theme)

#### **GRANT WRITING**

- > Sponsored-centered
- > Future oriented
- > Persuasive
- > Personal
- > Team-oriented
- Strict length constraints
- Accessible language

**WORLD OF ACTION** 

(project, activities, outcomes)



## Writing Easily Understood Grants (II)

#### > Avoid

- Long sentences
- Long paragraphs
- Using the same word repeatedly in close proximity
- Jargon, ambiguous or unusual words (if you have to, define them)

#### > Pay careful attention to

- Sponsor's rules
- Spelling, punctuation, grammar, fonts, errors
- Graphics' placement on the page, clarity of data

#### > Re-read and Edit

- Proofread and find a perfectionist to edit

## Next steps?

- > Contact ORG Pre-award team:
  - Marta Cenac: <u>mcenac@apu.edu</u>, x3343
  - Suzanne Avila: <u>savila@apu.edu</u>, x3344
- http://www.apu.edu/researchandgrants
- > https://sites.google.com/a/apu.edu/org/

