

Example 2½ - day Workshop Agenda (including individual consultations)

Day 1

New Faculty: Funding Your Research (2 hours)

- Setting your research and education agendas
- Getting started: Strategies that work
- Finding the right funding opportunity
- Understanding what a funder is looking for
- Planning your project
- Grantsmanship

Competing for Funding: NSF (2 hours)

- NSF Basics: Priorities and Organization
- Finding your home at NSF
- Review criteria: Intellectual Merit and Broader Impacts
- Writing an NSF Proposal
- The review process
- Responding to reviews

Competing for Funding: NIH (2 hours)

- NIH Basics: Organization and Funding Mechanisms
- Funding Opportunities: PAs, RFAs, Investigator Initiated
- Using RePORTER to identify your IC and study section
- Crafting your specific aims
- Writing the rest of your NIH proposal
- The review process
- Responding to reviews

Pursuing Funding in the Humanities & Social Sciences (2 hours)

- Finding funding opportunities
- Understanding what the funder is looking for
- Private foundations
- Planning your project
- Writing your proposal
- The review process
- Responding to reviews

Day 2

How to Write Successful Proposals for NSF CAREER, DoD Young Investigator, and Other Grants for Early Career Researchers (2 hours)

- Grants for Early Career Researchers
- Common aspects of Early Career grants
- The NSF CAREER

- Planning your education component
- Writing a CAREER proposal
- DoD YIP

½-hour Individual Consultations (2 - 3 hours)

- Consultations as requested: participants are invited to send any relevant materials (such as solicitations they are considering, reviews of previously submitted proposals, or project summaries) in advance.

Research Development Strategy Consultation (2 hours)

- As requested.

Day 3

Individual Consultations

Consultations as requested: participants are invited to send any relevant materials (such as solicitations they are considering, reviews of previously submitted proposals, or project summaries) in advance.

NSF CAREER 1-day Proposal Development Workshop

Agenda

Morning Session: CAREER Basics and Planning Your Project

8:30 am to 8:45 am	Self-Introductions
8:45 am to 9:15 am	Defining your long-term research & education agendas (<i>with activity</i>) Understanding the NSF CAREER Program The CAREER in a nutshell
9:15 am to 10:00 am	Ins and Outs of the CAREER CAREER requirements and review criteria Break
10:00 am to 11:15 am	Before You Write: Planning Your CAREER Project Positioning yourself to be competitive Identifying the NSF Program that fits your research Talking to the Program Officer (<i>with activity</i>) Planning your education component
11:15 am to 11:30 am	Outreach opportunities at ASU (presented by ASU)
11:30 am to 11:45 am	Assessment assistance at ASU (presented by ASU)
11:45 am to 12:30 pm	Panel of CAREER Awardees Informal Discussion and Q&A

Afternoon Session: The Nitty Gritty – Writing Your CAREER Proposal

1:30 pm to 2:00 pm	Producing your proposal Collaborators: what's allowed and how they can help Scheduling and logistics
2:00 pm to 2:45 pm	Grantsmanship The proposal from the reviewer's point of view (mock review exercise) Avoiding common grantsmanship mistakes Grabbing the reviewer
2:45 pm to 4:30 pm	Writing Your Proposal, Step-by-Step Project Summary Introduction and Overview (<i>with activity</i>) Background Prior Work/Preliminary Data

Research Plan/Methodology (*with activity or homework, depending on time*)

Break

Education Plan

Broader Impacts

Other Sections

Other Documents (Data management plan, postdoc mentoring plan, etc.)

Interpreting Reviews

4:30 pm to 4:45 pm

The review process

Understanding reviews

Revising and resubmitting

4:45 pm to 5:00 pm

Wrap up and path forward

1-Day Interactive Proposal Development Workshop

Example Workshop Outline

Planning

- Positioning yourself to be competitive (understanding the agency and analyzing the solicitation, preliminary data, etc.) – [with exercise](#)
- Scheduling proposal development and finding time to write
- Finding collaborators and structuring collaborations
- Scoping your project
- What story are you going to tell? Developing your logical line of reasoning; goals, objectives, outputs and outcomes – [with modified logic model exercise](#)

Writing

- Writing the proposal: the big picture and the significance of Significance- [with review panel exercise](#)
- Formatting and Style
- Writing the proposal: Step-by-step (*for each section, we will discuss what each section must accomplish, common mistakes to avoid, and go over good and bad examples; in the exercises, participants will apply those principles to their envisioned project*)
 - Developing your outline and connecting to review criteria - [with outlining exercise](#)
 - The Introduction and Overview/Specific Aims - [with communication exercise](#)
 - The background/state-of-the-art/Significance/Innovation - [with exercise](#)
 - Prior work/preliminary data- [with exercise](#)
 - Your research plan/work plan/experimental design/methodology - [with exercise](#)
 - Education and Outreach (if applicable)
 - Other agency or program-specific components (broader impacts, dissemination, diversity, translation, commercialization, innovation, etc.)
 - Schedules and milestone charts – [with exercise](#)
 - The Abstract/Project Summary
- Using red teams and other external reviewers

If You're Not Funded the First Time

- Interpreting and responding to reviews

Participants: Participants will be asked to bring paper and pen, and they may also want to bring a laptop for writing exercises (although pen and paper are sufficient). They will need to have at least a tentative project in mind in order to conduct the exercises.

Materials: Electronic versions of the presentations as well as additional materials and resources will be provided to each participant on a CD. These will include additional background materials, resources, and example sections of successful proposals. Northern Illinois University is free to share these materials with all faculty, staff and students at the university, whether or not they attended the workshop, but please do not post them on an open website.