

SYLLABUS: Grant Writing Workshop

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Workshop Description: This workshop is designed to acquaint educators and social science professionals with the knowledge and skills involved in grant writing for Federal, State, and private competitive funding. The workshop will engage participants in examining sample funded grant proposals as well as in the development, planning, and writing of original grant proposals. There is no prerequisite for the workshop.

Workshop Objectives: Upon completion of this workshop students will be able to:

- (a) read and analyze professional sample funded grant proposals;
- (b) search and access RFPs (Request for Proposals) from various federal, state, and private sources;
- (c) develop budgets and timelines appropriate for specific grant proposals;
- (d) simulate the process for submitting grant proposals to various types of funding sources;
- (e) create and plan programs for varying types of grant competitions;
- (f) discuss the process involved in grant proposal writing and reviewing.

Text and Materials: Students will need the following text and materials:

- (a) APA. (2001). *Publication manual of the American Psychological Association (5th ed.)*. Washington, DC: American Psychological Association
- (b) Access to specific data sources on Internet and within their own school districts or agencies.
- (c) Handouts and materials provided by the instructor.

Suggested:

- (d) Campbell, D. and Stanley, J. (1963). *Experimental and quasi-experimental designs for research*. Boston: Houghton Mifflin Co.
- (e) Access to Internet and/or UWF library system for article acquisition.

Major Topics: The following topics and calendar/meeting times are listed below:

September 13: (Session One) Meeting Face to Face in Building 86 Room 112 (CORAL Center)

Exploring the World of Competitive Grant Writing

Why Grants?

What are the components of a grant proposal?

How to compete?

When and where do grants appear?

How to begin the proposal?

October 11: (Session Two) Meeting Face to Face in Building 86 Room 112 (CORAL Center)

Writing the Proposal

How to align content to the RFP?

What content is appropriate?

When and where does submission occur?

Who is responsible and associated with the proposal writing?

What is the order and procedures for completing the writing of the proposal?

November 8: (Session Three) Meeting Face to Face in Building 86 Room 112 (CORAL Center)

Reviewing and Submitting the Proposal

How does the submission process work?

Who submits and who provides approval?

What do reviewers look for in the proposal?

When is notification of acceptance or rejection?

What constitutes a “clean” proposal?

Assignments and Responsibilities: The following list of assignments and responsibilities for workshop participants are presented here:

- (1) Attend and complete class activities within the face to face meeting sessions.
- (2) Access an RFP of interest and read the guidelines thoroughly.
- (3) Develop a grant proposal outline aligned with the selected RFP.
- (4) Develop a timeline and budget appropriate for the proposed grant project.
- (5) Draft an evaluation component for the proposed grant proposal.
- (6) Provide peer review comments and ratings for grant proposals.

Additional Meeting Times & Assistance: Participants will be provided individual or small group appointments between workshop meeting dates for additional personal assistance in their grant proposal development efforts. The workshop meeting times are spaced purposely to allow for additional evening or Saturday meeting times for individual participants.