**GRANT WRITING ENHANCEMENT PROGRAM**

Grant Writing & Proposal Development

Syllabus

Fall 2023 – Spring 2024

**Overview.** The Grant Writing Enhancement Program (GEP) is a professional development experience compromised of direct individual and group support for faculty, administrators and staff, regardless of their level of grant writing experience. The goals of the Grant Writing Enhancement Program include:

1. Prepare scholars to be successfully funded leaders in their fields.
2. Strengthen a culture across campus of opportunity and rewards for faculty engagement in sponsored programs.
3. Increase the number of faculty and administrators successfully engaged in grant writing at MTSU.
4. Increase the number and dollar value of externally funded projects, programs, and centers across the university.

To meet these goals, the Office of Research and Sponsored Programs has developed a 3-year curriculum focusing on preparing the participant to be a successful grant writer.

**Course Description:** This course introduces faculty, administration, or staff to the process of creating a competitive grant proposal. Participants will advance thorough a series of activities to prepare for proposal submission. Detailed examination of the proposal components will be considered including the abstract, aims, narrative, methodology, and budget. An emphasis is placed on aligning the narrative with the funders goals and needs with the identified sponsor. The overall goal of the course is to submit a proposal(s) or have a proposal(s) in the final stages of development and be submitted by a specific timeline.

**Expectations:** Participants are expected to engage in monthly meetings conducted via a mixture of offerings including in-person small group and individual meetings. Attendance at workshops sponsored by ORSP are also highly encouraged. All meetings will be recorded and posted if you are unable to attend.

**Time Commitment:**

Year 1: 1 workshop per month covering a variety of topics regarding proposal preparation in addition to networking opportunities and Q&A sessions. Additionally, participants will need to plan time for completing action items.

Year 2-3: Work with your ORSP Specialist and mentor to submit and refine your proposal by meeting at least once per month and retaining frequent communication.

**Learning Objectives:**

1. Become familiar with grant opportunity search services to identify possible funding sources.
2. Outline and complete the proposal narrative.
3. Design research methodology consistent with project objectives.
4. Project and prepare a budget to cover administrative and operational costs of the project.
5. Produce and submit a competitive grant proposal.

**Recommended Readings:**

1. Dopke, L. & Crawley, W. (2013). Strategies for Increasing the Efficacy of Collaborative Grant Writing Groups in Preparing Federal Proposals. *Journal of Research Administration, 44*(1), 36-61. <https://files.eric.ed.gov/fulltext/EJ1013312.pdf>
2. Falk-Krzesinski, H.J. & Tobin, S.C. (2015). How Do I Review Thee? Let Me Count the Ways: A Comparison of Research Grant Proposal Review Criteria Across US Federal Funding Agencies. *Journal of Research Administration, (46)*1, 79-94.
3. Mikal, J.P. & Rumore, G. (2018). 10 Common Grant-writing Mistakes. *The Chronicle of Higher Education.* <https://www.chronicle.com/article/10-common-grant-writing-mistakes/>
4. Porter, R. (2017). Reprint 2007: Why academics have a hard time writing good grant proposals. *Journal of Research Administration 48*(1), 15-25. <https://files.eric.ed.gov/fulltext/EJ1152279.pdf>
5. “The Chronicle Productivity Guide to Writing and Publishing: Do’s and Don’ts of Grant Writing” (2018). *The Chronicle of Higher Education*, 30-38.

**Elements of Accountability:**

1. Attend monthly GEP Workshops
2. Continuous check-in with Mentor to notate progress (years 2-3)
3. Submission of final version of proposal to funding agency
4. Meet with Pre-Award Specialist in ORSP to finalize grant budget

**Contact Information:**

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