

Grant Applications: Writing a Competitive Research Proposal 2-day workshop

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Agenda (Day one) **Thursday 29th October 2020**

Time	Agenda
09:00 – 09:15	Welcome Class introductions
09.15 – 10.00	Module 1: Introduction--What is the process for writing a grant or proposal? <ul style="list-style-type: none"> • Explain the general process for writing research proposals and grant application • List the key components of grant proposals • Describe the various roles of the team involved in developing a grant proposal • List key evaluation criteria
10.00 – 10.45	Module 2: The real work of writing a successful proposal <ul style="list-style-type: none"> • Create a proposal outline • Develop a project background and significance • Develop a project purpose and approach • Write a proposal as a marketing document
10.45 – 11.15	Questions
11.15 – 11.30	COFFEE BREAK
11.30 – 12.15	Module 3: Creating Timelines and Budgets <ul style="list-style-type: none"> • Consider how to create realistic timelines • Develop a Work Breakdown Structure • Establish links and dependencies and consider timelines • Understand the structure of a proposal budget • List major components of a project budget • Budgeting using 'Top to Bottom' or a 'Bottom to top' approach
12.15 – 12.45	Questions
12.45	Session End

Agenda (Day two) **Friday 30th October 2020**

Time	Agenda
09:00 – 09:15	Welcome back! Quick summary from Day 1
09.15 – 10.00	Writing Exercise – Participant report from Day 1
10:00 – 11:00	Module 4: Keys to Successful Proposal and Grant Submissions <ul style="list-style-type: none"> • List key evaluation criteria • Learn common mistakes to avoid in proposal writing • Share in the value of ‘top tips’ for submitting successful proposals to funding agencies locally and internationally
11.00 – 11.15	Questions
11.15 – 11.30	COFFEE BREAK
11.30 – 12.00	Module 5: Drafting Your Proposal Synopsis/Next Steps <ul style="list-style-type: none"> • Develop the brief ideas written in Module 1 into a full proposal synopsis • Review an adequate Biographical Sketch
12.00 – 12.30	Questions
12.30	Session End