Research UtahState University

Research Development

2023 Proposal Writing Institute

USU's Research Development division will be conducting the fifteenth annual Proposal Writing Institute in late Spring 2023 to assist researchers in learning to develop high-quality proposals for extramural funding. The Proposal Writing Institute is conducted via a small-group setting allowing for individualized attention and the development of rapport among participants and the various staff members across campus who support them.

Who Can Apply?

USU researchers eager to learn how to write better proposals for external funding of their research are invited to apply. New researchers are especially encouraged but applications are also welcomed from established faculty who may be less experienced in developing proposals for external funding consideration or simply want to improve their efforts.

Institute Overview

Acceptance to participate in the Institute is a competitive process requiring the submission of an application. Each college is guaranteed one participant spot, with the remaining participants selected based upon the strength of their applications and their readiness for the Institute experience.

During the Institute, participants will work on a specific proposal to an extramural funder that must be submitted as a result of the Institute activities. Important considerations in both applying to the Institute and being accepted for participation are the potential for the development of a strong proposal, based on the researcher's expertise and prior work, and appropriateness of the targeted funding opportunity.

A comprehensive approach to the proposal development process will be achieved during the Institute through presentations, discussions, and small-group activities. Institute topics include but are not limited to: developing a proposal outline from the RFA/RFP and agency guidelines; creating timelines for proposal development; analyzing project aims/objectives in relation to funder goals; building budgets based on project tasks; mock review panel(s); and understanding the proposal submission/review/resubmission process.

The 2023 Institute will entail 9 sessions, each 2 hours in duration (10:00am – 12:00pm). Participants will meet on Mondays and Thursdays, May 15, 18, 22, 25, June 1, 5, 8, 12, and 15. There will be no session on Monday, May 29 in observance of the Memorial Day holiday. Participants are expected to attend all Institute sessions.

College proposal development specialists serve as the facilitators for the Institute. In addition, faculty members and personnel from various USU offices dealing in matters relating to external funding are involved as the agenda dictates.

Expectations

Participants are expected to attend all Institute sessions, complete proposal-related assignments, and constructively contribute in small-group activities. Within 1 year of the completion of the Institute, participants are expected to submit the proposal they worked on during the sessions to an external funding agency and provide a copy of the final proposal to the Research Development division.

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Applications

You must identify the target funding agency and program to which you will ultimately submit your proposal. In addition, you need to summarize your proposal idea and any preliminary work you have done.

Proposal Writing Institute applications must be submitted to your dean's office who will rank and forward them to the Research Development division. **Please check with your dean's office on its internal submission deadline.** The top ranked applicant from each college will be automatically admitted to the Institute.

Applications received by the Research Development division from the deans' offices will be reviewed by the Research Development team and final participant selections made, with applicant notifications going out in mid-March.

A full application consists of the following:

1. **Completed and signed Application Cover Sheet** (following page)

2. **Project description**: A <u>3-page</u> description of the proposal you will be working on during the Institute that includes:

    a. A brief description of the project for which you will seek external funding; and

    b. The external funding agency and program the proposal will be submitted to, including why you feel your proposal will be a good fit for the funder and the targeted funding opportunity. <u>It is strongly recommended that before you select a target funding opportunity for your Institute proposal, you contact a program officer to discuss your idea.</u>

3. **Significance to your career development**: A <u>one-page</u> statement of your expectations as to how participation in the Institute, your proposed project, and the receipt of extramural funding will support and/or enhance your professional development. Please also include a summary of your experience with extramural funding to date.

A PDF-fillable version of the Proposal Writing Institute application is available at http://research.usu.edu/rd/proposal-writing-institute/.

Questions? Please feel free to contact Jeri Hansen, Director of Research Development, at 7-3437 or jerilyn.hansen@usu.edu.

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2023 Proposal Writing Institute
Application Cover Sheet

Name _____

Position/Rank _____

College _____

Department _____

Email _____

Draft Proposal Title _____

_____

Targeted Funding Agency/Program _____

_____

Participant Responsibilities:
To participate in the Proposal Writing Institute, I agree to:

☐ **Participate in ALL sessions of the Institute and prepare a proposal as the PI for submission to my targeted external funding agency**, completing special assignments, contacting funding agency personnel, writing proposal drafts, providing feedback on other participants' proposals, and proceeding to complete external proposal submission.

Provide an explanation of any conflicts preventing you from participating in any of the scheduled days of the Institute:

☐ **Provide a copy of the final proposal** to the Research Development division **by June 15, 2024**, or as agreed upon with the Director of Research Development.

_____

Applicant Signature   *Date*

_____

Department Head Signature   *Date*