

CARHS GRANTS ACADEMY SEMINAR SCHEDULE

AY 2012-2013

SEMINAR 1: Envisioning the proposal & the process (November)

- Introductions
- Overview of Academy and plans
- Review of successful proposals
- Mentors and Partners: introductions, expectations, logistics

SEMINAR 2: Finding funding - Grant processes and mechanisms (January)

- Refresher (as needed) on SJSU procedures for searching for funding and applying for grants
- Review of federal, private foundation, and any state and local government grant mechanisms relevant for Academy members
- Work with Tower/Foundation reps to identify appropriate potential funders

SEMINAR 3: Communication and budgets (February)

- Why communicating with funder/program officer is so important
- How to communicate with funder/program officer
- Budget logistics – course release, summer/intercession salary, RAs, materials – how much?
- Role of SJSURF and Tower in assisting with budget

SEMINAR 4: NIH Review process (March)

- Steps in the review process
- Who participates
- Evaluation criteria
- Tips and suggestions

SEMINAR 5: Writing (April)

- Writing for clarity and persuasion
- Feedback session

SEMINAR 6: Culmination (May)

- Report out of grant submissions
- Evaluation of Academy
- Discussion: Mentoring others