Fall 2016 SJSU Grant Writing Workshops*

- A series of progressive workshops on grant writing
- Faculty can attend one or all in the series
- Open to the entire campus community
- Each workshop includes one hour of information with Q&A and a second hour of workshop during which participants will develop a concrete product that moves their grant writing forward
- SJSU faculty mentors and experts from the Office of Research, the Center for Faculty Development, the Research Foundation, and University Advancement will be present to provide consultation and guidance
- Critical feedback on work produced during sessions provided upon participant request

Session 1: Moving from Idea to Proposal – The Proposal Summary
Thurs 9/22/16 1:00–3:00 PM, IRC 101
During the first hour, the 1-3 page proposal summary is introduced, and its value and uses explained. Several examples will be provided. In the second workshop hour, tools to draft an outline are provided, and participants will draft their own one-page proposal summary.

Session 2: Drafting a Budget for a RSCA Grant Proposal
Thurs 10/13/16. 2:00-4:00 PM, IRC 210
During the first hour, the basic elements of the budget and the concept of budget scaling are introduced. Several examples are provided. In the second workshop hour, tools will be provided to enable participants to draft their own budget. This workshop will be most useful for faculty with a clear project in mind, and/or who have already drafted a proposal summary.

Session 3: Finding External Funding for your RSCA Work
Wed 11/02/16, 12:00-2:00 PM, IRC 210
During the first hour, primary funding mechanisms of some of the main funders of RSCA at SJSU are introduced. Supports for finding funding are outlined, including the keyword search, specialized searches, and on-line databases. In the second workshop hour, participants will search for funding for their identified projects. This workshop will be most useful for faculty with a clear project in mind, and/or who have already drafted a proposal summary and/or a project budget.

Session 4: Drafting the Narrative Component of your RSCA Grant Proposal
Monday 11/21/16, 3:00-5:00PM, IRC 210
During the first hour, the goals of the proposal narrative are introduced. Formats or templates will be provided for some of the main external funders at SJSU. In the second hour, participants will draft one section of a project narrative. This workshop will be most useful for faculty with a clear project in mind, and/or who have already drafted a proposal summary or budget and/or identified a funder.

* Developed as one component of the UGA in collaboration with the Center for Faculty Development (CFD), the Office of Research (OR), the Tower Foundation/University Advancement, and the Research Foundation (RF).