

Grant Writing Workshop Outline - Fall 2019

Session 1:

**Kick-off Session Saturday Sept 7th (Science Center, specific location TBD)
10 AM to 4 PM – lunch will be served**

All participants and their mentors plus workshop coaches will **attend in person**

Learning Goals:

Participants will:

- Gain a fundamental understanding of the NIH grant review process
- Learn how to apply the format of the R21 application package for their proposal
- Identify their research question and generate a working hypothesis
- Receive initial verbal feedback from peers and coaches/mentors
- Develop a working relationship with their peers and mentors

Activities:

- Welcome, introduction (ice breakers)
- Overview of the workshop and ground rules
- Group dynamics exercise
- Presentation – The NIH Review and Submission System
- Presentation – The R21 application package
- Participants' proposed grant topics in 5-minute chalk talks and feedback

Assignments:

- Based on the feedback received in the kick-off session, prepare a draft of your specific aims for session 2.
- Participants will submit their Specific Aims page into the shared drive by (TBD)

Session 2: (online Zoom meeting)

Learning Goals:

Participants will learn:

- How to develop an effective Specific Aims page

Activities:

- Presentation on Elements of a Good Specific Aims Page (Coaches)
- Participants will pair up and conduct “peer review” of each other’s Specific Aims based on the “elements” presentation
- Using a provided worksheet, peers provide written and oral feedback critiques
- Reflection on the review process

Assignments:

- Based on peer and coach feedback, participants will revise their Specific Aims and discuss them with their mentors; a final copy of the Specific Aims is due in the shared drive by (TBD)
- Participants will develop a draft of their Significance and Innovation section for the next online meeting (session 3)

Session 3: (online Zoom meeting)

Learning Goals:

Participants will learn how to:

- Recognize what is **innovative** in their research and how to communicate it in their grant proposal
- Generate and identify the **significance** of their research and how to craft a compelling Significance Section

Activities:

- Participants give a five-minute presentation of their Significance and Innovation section
- Participants provide critiques to each other using provided worksheets
- Participants discuss each other’s reviews

Assignment:

- Revise Significance and Innovation Section by (TBD) and submit into shared Drive by (TBD).

Session 4: Developing Your Approach Section (session 1 of 3) (*in person if possible or online Zoom meeting*)

Learning Goals:

Participants will:

- Learn key formatting components of the approach section of the proposal
- Learn how to develop and apply experimental design

Activities:

Participants will:

- Diagram their experimental design in relationship to their Specific Aims
- Develop a timeline for their Specific Aims
- Discuss with each other and the coaches the fit between the Specific Aims and the experimental design

Assignment:

Participants will:

- Review their design and methods with their research mentors
- Revise their design accordingly and prepare a more detailed timeline for their experiment(s)
- Submit revisions into the shared Drive by (TBD)

Session 5: Developing Your Approach Section (session 2 of 3) (*online Zoom meeting*)

Learning Goals:

Participants will learn:

- How to apply a timeline to the approach and trouble shoot alignment with the Specific Aims

Activities:

- Coaches will discuss strategies for creating realistic timelines
- Participants will receive feedback from fellow trainees and coaches on their approach outline
- Participants will receive feedback from fellow trainees and coaches on their timeline

Assignment:

- Read *The Grant Application Writer's Workbook* and PowerPoint presentation
- Draft sections on expected results, alternative outcomes, and potential pitfalls; submit into shared folder by (TBD)

Session 6: Developing Your Approach Section (session 3 of 3) (*online Zoom meeting*)

Learning Goals:

- Participants will learn how to create the section on expected results, alternative outcomes, and potential pitfalls

Activities:

- Review each other's expected results, alternative outcomes and potential pitfalls sections
- Discuss the expected results, alternative outcomes and potential pitfalls sections with each other

Assignment:

- Drafts section on expected results, alternative outcomes, and potential pitfalls and submit into the shared Drive by (TBD).

Session 7: Developing Your Budget (*online Zoom meeting*)

Learning Goals:

- Participants will learn how to prepare their budget and budget justification

Activities:

- PowerPoint overview and discussion with coaches

Assignment:

- Participants will prepare a draft budget and budget justification and review it with consideration for the instructions for allowable cost in the funding mechanism and the Morgan State and State of Maryland rules. Submit into the shared Drive by (TBD)

Session 8: Preparation of Human Subjects or Vertebrate Animals Sections and other Attachments (*online Zoom meeting*)**Learning Goals:**

- Participants will learn the importance of and correct formatting for these proposal elements

Activities:

- PowerPoint overview and discussion with coaches
 - Note: parallel sessions will be held in accordance with participants' needs

Assignment:

- Prepare a draft of the Human Subjects Section, Vertebrate Animals Section, etc., and discuss with your research mentor; submit into the shared Drive by (TBD)

Session 9: Preparation of Proposal Summary, Biosketches, Support Letters, etc. (*online Zoom meeting*)**Learning Goals:**

- Participants will learn the importance of and correct formatting for these proposal elements

Activities:

- PowerPoint overview and discussion with coaches

Assignment:

- Prepare your biosketch
- Request support letters
- Prepare a self-assessment about areas of the proposal that need work and share with coaches and mentor
- Make the proposed revisions

Submit the full proposal into the shared Drive by Friday, December 6th

Session 10: Mock Study Session of Trainees' Grant Proposals – attend in person (**mid-December, Date TBD**)**Learning Goals:**

- Understanding the review process

Activities:

Trainees will:

- Review each other's completed draft grant applications in the format of a mock study section
- Provide trainees with preliminary scores on their proposals, followed by panel discussion from trainees and coaches
- Put the final touches on their proposal over the course of the winter mini-mester

The internal pilot grant submission is due January 21, 2020.