UWL

URC GRANT WRITING WORKSHOP

Choosing a project

- Work with your mentor
- Identify a current and important question to ask
- Be sure that what you propose is:
  - **S**pecific
  - **M**easurable
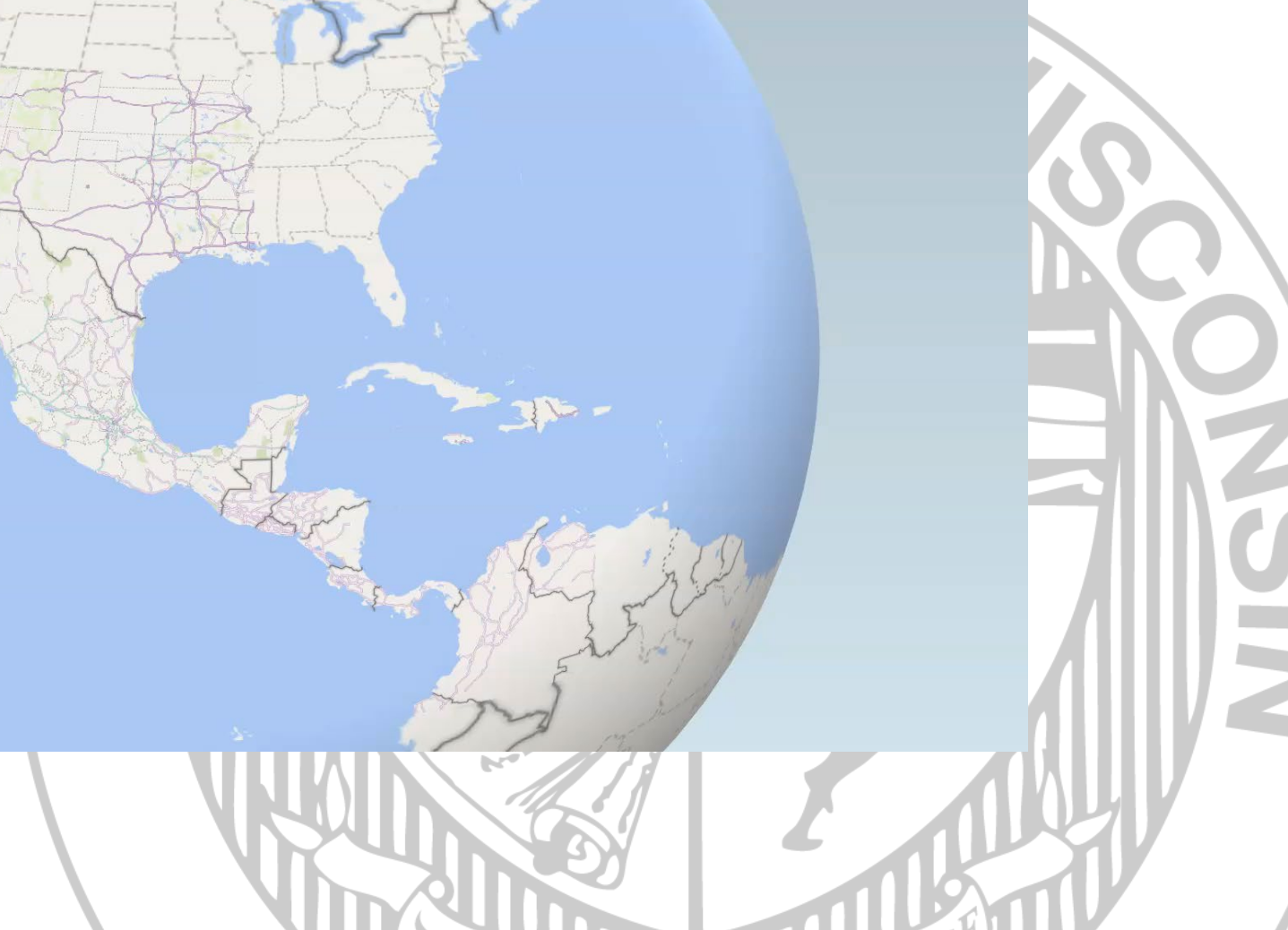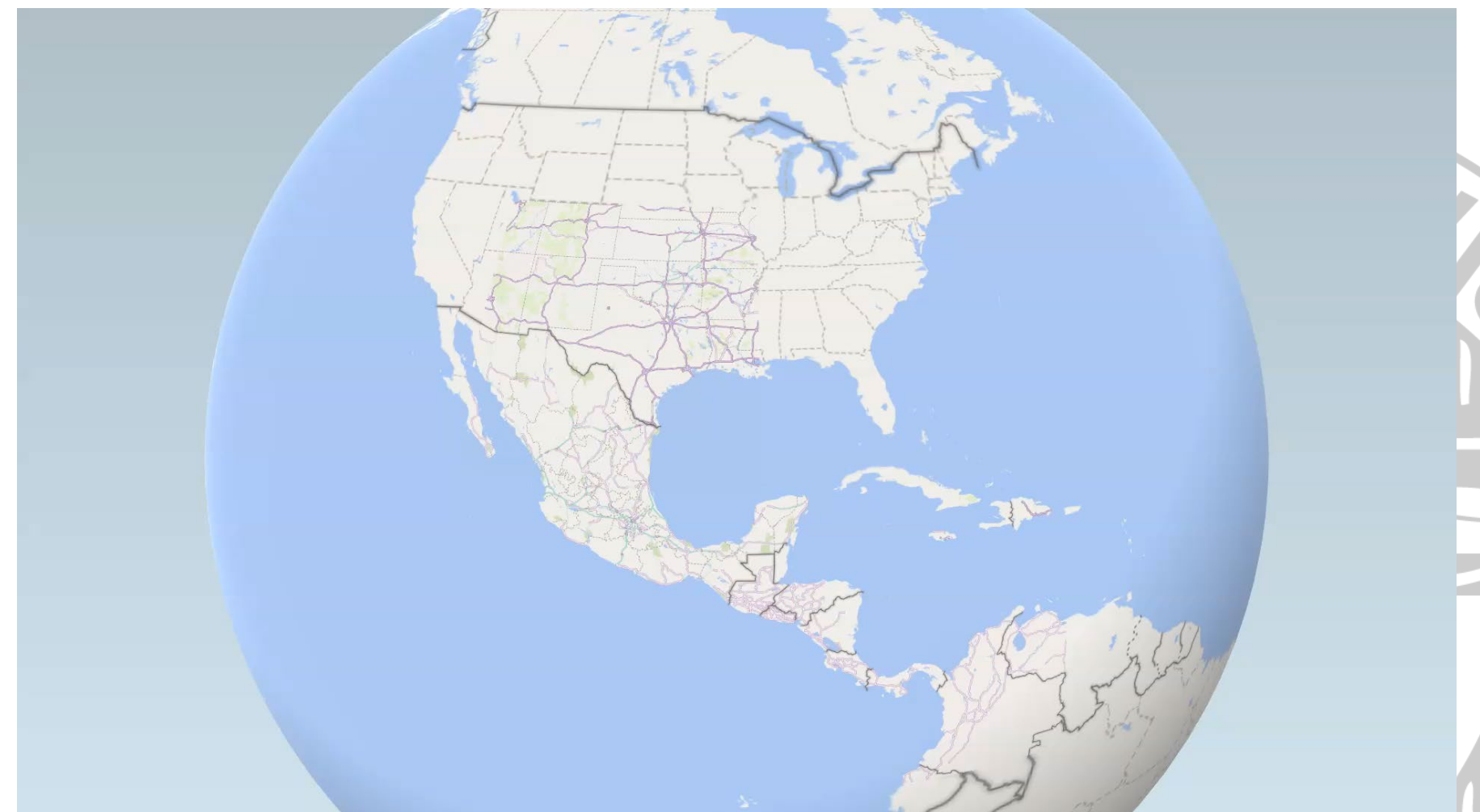 - **A**chievable
  - **R**ealistic
  - **T**ime-bound

Grant types

Amounts

Domestic	Individual	**$2,400**	$1,400 scholarship $1000 travel, supplies
	Group	**$3,100**	$2,100 scholarships $1000 travel, supplies
International	Individual	**$3,900**	$1,400 scholarship $2500 travel, supplies
	Group	**$4,600**	$2,100 scholarships $2500 travel, supplies

Where will URC grants take you?

Writing a competitive proposal

- Explain the need for the project

- State your objectives

- Prepare a work plan

- Determine the final products and a dissemination plan

- Review with your mentor

- Think about your audience…

Parts of a grant

Cover Page

- Title and abstract
- Budget
- Mentor contact information
- Previous funding

Narrative

- Background and Significance
- Objectives
- Methods
- Dissemination
- Budget justification

Other

- Mentor letter of support
- Transcripts

Background and Significance

- Grab the reader's attention early
- Start with a quote, statistic, or question:
  - "This community is like an alcoholic. It would rather think a killer is loose than admit that it's got a drinking problem."
    - Dan Marcou, La Crosse police lieutenant
  - Wisconsin leads the nation in underage drinking.
  - Why do so many college students binge drink?

Background and Significance

- Background
  - Briefly summarize previous work
  - Big picture down to your specific topic
  - Why should the public fund this work? How will society benefit?
  - Your project is logical next step in the field
- Significance
  - Last sentences address your project in detail

Objectives

- 2-3 bullets with specific objectives
- Objectives can include:
  - <u>Testing a hypothesis</u>: designing an experiment and collecting data
  - <u>Creative works</u>: producing abstract works that convey a message
  - <u>Description and annotation</u>: naturalist and archeological forays
  - <u>Measuring trends</u>: analyzing data for correlations

Objectives

- Goals vs. objectives
  - Goals: broad, general, intangible, abstract, cannot be validated
  - Objectives: narrow, specific, tangible, concrete, can be validated

- Objectives answer the questions:
  - Who?
  - How much?
  - What?
  - By when?
  - What will the results be?

Methods – Human participants

- What will you do to achieve your objectives?
  - Quantitative or Qualitative?
  - Quantitative Design
    - Experimental
    - Quasi-Experimental
    - Survey/Correlational
  - Qualitative Design
    - Interviews/Essays
  - Sample
    - Size
    - Selection

- Analysis plan for qualitative or quantitative data
- Reason for any travel
- Supplies or equipment used
- Institutional Review Board approval for human participants (unless data is archival)

- These should all tie back to your objectives

Methods – Lab or Field Research

- What will you do to achieve your objectives?

- If laboratory or field research

- Explain
  - Method for conducting the research
  - Reason for any travel
  - Supplies or equipment used

- These should all tie back to your objectives

Methods – Performance/Project

- What will you do to achieve your objectives?

- If performance/project based

- Explain
  - Method for developing the performance or project
  - Reason for any travel
  - Supplies or equipment needed

- These should all tie back to your objectives

Methods – Original Source

- What will you do to achieve your objectives?

- If textual or original source

- Explain
  - Method for analyzing
  - Reason for any travel
  - Supplies or equipment needed

- These should all tie back to your objectives

Final products and dissemination

- What results do you expect?
- How will you tell others about your work?
  - Publication
  - Oral or poster presentation
  - Gallery display
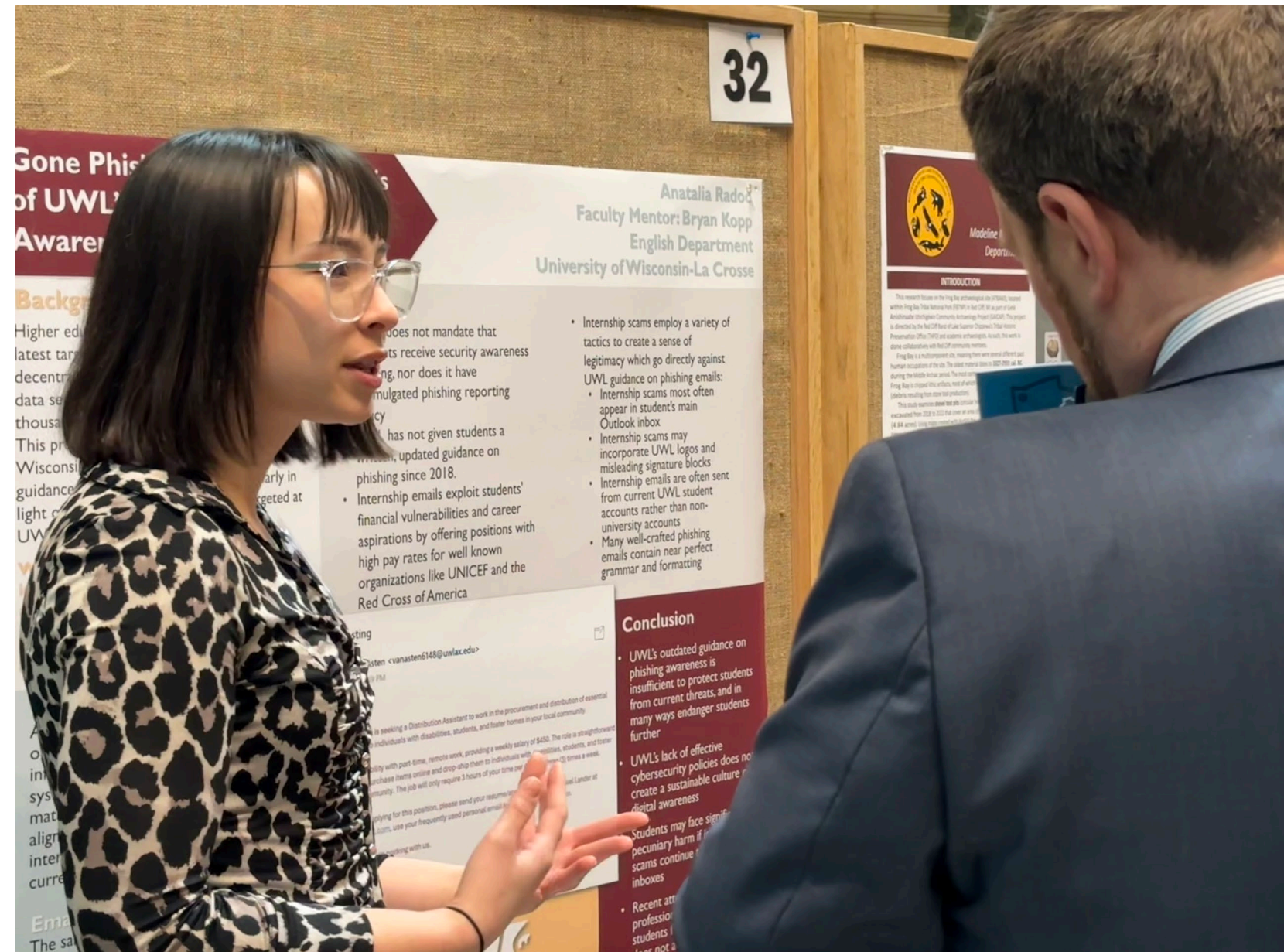
Budget

Do:

- Justify equipment
- Justify travel
- Round to the nearest dollar
- Check the accuracy of your math

Don't:

- Include unrelated expenses
- Guess on costs
- Pad the budget with inflated costs
- Request money for work you've already done

$993.65

$994 ✓ $1000 ✗

We DO look at the budget…..

- Check the rules for airfare, mileage, and lodging on the university's travel website or the link on the URC grant page

- Anything purchased with supply money is the property of your Department
  - unused materials + non-consumables must be returned

- All books are the purchased through the library and belong to the library

Most Common Mistakes

International

- Grant is just used to get airfare
- Little or no development of a research question

Sciences

- Too technical. Uses jargon and undefined scientific terms.
- Not explained for general audience
- Cannot see big picture

Arts

- Grant is just used to get supplies
- Only focuses on benefits to artist
- No larger motive or purpose

Social Sciences/Humanities

- Example questions in surveys not included
- IRB required
- Sample size and other experimental details lacking

Undergraduate Research and Creativity Committee

- Nine Faculty from three Colleges:
  - Archaeology & Anthropology
  - Biology
  - Chemistry & Biochemistry
  - Communication Studies
  - Economics
  - History
  - Mathematics & Statistics
  - Political Science & Public Administration
  - Public Health & Community Health Education

Submission process

- Through Qualtrics Survey
  - Let the URC office know you will be submitting a grant by October 15, 2024
  - Grant Writing Hunker October 15, 4-7 pm, Union 3110

- Fill out the forms with your mentor
  - Be sure to have your mentor edit and give final approval for your budget and final proposal
  - Submit all required documents to the URC Canvas course. The grant deadline is October 22, 2024 @11:59pm

Receiving funds

- The SRCEL office will notify award recipients, typically within 6 weeks of grant submission (before Thanksgiving break for Fall)

- Funds should be available to students for accepted grants by the end of December for fall submissions, and mid-June for spring submissions

- http://www.uwlax.edu/urc/