

## ***Grant Writing Essentials Incentive***

### **Mission**

*Grant Writing Essentials* is a five-part series led by Sponsored Programs Office (SPO) Program Manager Stanley Geidel and offered by Ball State's Office of Learning and Development. In order to increase the number of Junior Faculty educated in grant writing and to further increase the number of quality external grant submissions, the Sponsored Programs Office (SPO) is pleased to offer an incentive to Junior Faculty Members who attend Parts 1-4 of the *Grant Writing Essentials* workshops (attendance to part 5, while desired, is not mandatory).

### **Eligibility**

- Junior Faculty members in their first, second, or third year of receiving a new appointment (tenure-track or full-time contract).
- Those faculty moving from contract to tenure-track status are considered eligible as junior faculty, again, in their first three years of receiving a tenure-track position.

Junior Faculty members who attend Parts 1-4 of the *Grant Writing Essentials* workshops are eligible to receive \$250 in their Researcher Incentive Account (RIA) for extramural expenses. Further, an additional \$250 will be made available to Junior Faculty members who submit an external grant proposal within 18 months of attending the series.

### ***Grant Writing Essentials Workshop Series Offerings***

#### **1. Developing a Fundable Idea**

**October 6, 2011 or January 12, 2012– 12:00-1:00pm – BL 215**

*Focuses on how to transform ideas for grant proposals into fundable propositions. Attendees will learn how to develop, refine, and test their proposal ideas to increase their chances for funding success.*

#### **2. Writing the Proposal Narrative**

**October 20, 2011 or January 26, 2012– 12:00-1:00pm – BL 215**

*Detailed guidance for developing proposal content as well as how to present the grant narrative for maximum effectiveness. Several tips for success are included that will help distinguish and professionalize your proposal.*

#### **3. Project Evaluation**

**November 3, 2011 or February 9, 2012 – 12:00-1:00pm – BL 215**

*SPO has teamed up with the Social Science Research Center to offer attendees the information and resources they need to develop a strong evaluation plan for their grant project.*

#### **4. Budget Development**

**November 17, 2011 or February 23, 2012 – 12:00-1:00pm – BL 215**

*This workshop outlines a straight-forward approach on how to construct a grant budget. Information on direct costs, indirect costs, and cost sharing is presented, along with advice for developing a winning budget strategy.*

#### **5. Putting It All Together--Writing a Sample Proposal – BL 215**

**December 1, 2011 or March 1, 2012 – 12:00-1:00pm**

*Attendees at this workshop will have the opportunity to create a mock grant proposal and present it to a professional review panel. The panel will critique each proposal and offer suggestions and advice.*

## ***Grant Writing Essentials Incentive***

### **Application Process**

There is no formal proposal required for this incentive. Instead please do the following:

- Register for the *Grant Writing Essentials Workshop* sessions online at:  
<http://www.bsu.edu/hrs/learndev>.
- Be sure that you sign in on the attendance sheet during each workshop session.
- Upon completion of 4 workshops, submit a [Workshop Incentive Application](#) detailing dates attended and targeted external grant submission to [aspire@bsu.edu](mailto:aspire@bsu.edu)

### **Post Award Information**

- Only extramural-related expenses will be approved. (Extramural expenses could also be called research or project related expenses. Examples include project supplies, professional travel, publishing costs, etc.)
- Subsequent submission incentive will be made available when proposals are submitted through the Sponsored Programs Office (SPO) and have received University clearance. This incentive will be in addition to allowable SUBMIT funds.