Grant Writing Workshops - Proposal Writing Workshop - Norfolk, NE - Agenda

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Proposal Writing Workshop
funded by
NASA Nebraska Space Grant & EPSCoR
Executive Board Room: Ramada Inn
Norfolk, NE
Saturday, September 6, 1997
9:00 am to 3:15 pm

9:00 am Welcome

9:15 - 10:00 am Grants Writing Overview Dr. Hank Lehrer UNOAI
1. Types of Proposal
2. The Function of a Proposal
3. Proposal Components

10:00 - 10:45 am Writing Skills Review Michaela Schaal NE Space Grant
1. Space Grant/EPSCoR Overview
2. Questions of Form, Style, Ethics, and Procedures
3. Taking Pen in Hand
4. Developing Clear Goals and Objectives

10:45 - 11:00 am Break

11:00 - 12:00 noon Responding to RFPs Sara Woods CPACS
1. The importance of responsiveness
2. Understanding the lingo
3. Getting more information and forms
4. Program contacts, due dates and other key information
5. Review of sample RFPs

12:00 - 1:00 pm Lunch on your own

1:00 - 1:45 pm Proposal Development Staff
1. Funding Sources
2. Budgets (components, cost sharing, narratives)
3. Evaluation of Proposals
4. Post-grant Management

1:45 - 2:00 pm Formation of Working Groups
Break

2:00 - 3:00 pm Working Group Proposal Development

3:00 - 3:15 pm Closing Remarks

It is envisioned that by the end of the day, each participant will be able to develop the shell of a fundable travel or planning research proposal. During the working group section of the activities, team leaders will assist individuals in preparing such proposals.