

9-6-1997

## 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
	I Types of Proposal	
	I The Function of a Proposal	
	I Proposal Components	
10:00 - 10:45 am	Writing Skills Review	Michaela Schaaf NE Space Grant
	I Space Grant/EPSCoR Overview	
	I Questions of Form, Style, Ethics, and Procedures	
	I Taking Pen in Hand	
	I Developing Clear Goals and Objectives	
10:45 - 11:00 am	Break	
11:00 - 12:00 noon	Responding to RFPs	Sara Woods CPACS
	I The importance of responsiveness	
	I Understanding the lingo	
	I Getting more information and forms	
	I Program contacts, due dates and other key information	
	I Review of sample RFPs	
12:00 - 1:00 pm	Lunch on your own	
1:00 - 1:45 pm	Proposal Development	Staff
	I Funding Sources	
	I Budgets (components, cost sharing, narratives)	
	I Evaluation of Proposals	
	I 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.