

# INVITATION TO PARTICIPATE 2013 OSRHE SUMMER GRANT WRITING INSTITUTE

[lmason@osrhe.edu](mailto:lmason@osrhe.edu) 405-225-9486  
<http://www.okhighered.org/grant-ops/>

The Oklahoma State Regents for Higher Education invites 40 first-time and novice grant writers to participate in a summer **Grant Writing Institute**. The purpose of the Institute is *to complete a grant proposal by the end of the Institute for submission soon thereafter*. Participants will create a grant proposal concept and select an agency or foundation solicitation and send all information regarding the proposal with the application. Before the Institute, participants will participate in a Preliminary Workshop to understand what tasks must be completed before the Institute, such as research the literature for documentation of the need for the project, solicit and verify campus and partner support, and write as much of a rough draft as possible before the Institute begins. Each participant will work with a small group of writers and a mentor for four days to complete and refine the grant proposal. Participants will select one of two tracks for the Institute.

**Track 1: Scientific research project** conducted by a principle investigator or a collaborative of investigators  
**Track 2: Program development project** for a department or collaborative partnership (could include facilities enhancement, curriculum revision, professional development, student fellowships and scholarships, student recruiting, summer bridge programs, and other projects)

**Eligible Participants:** First priority will be given to individual faculty and administrators and teams from public and private Oklahoma Higher Education institutions.

**Requirements:** Each participant must complete all parts of the application form to be considered for the Institute. All parts of the Institute are equally important for the success of the grant proposal, including the Preliminary Workshop and the Post-Institute Workshop. Failure to attend part of the Institute will result in an assessed registration of \$750. The application may be found at <http://www.okhighered.org/grant-ops/> under **TRAINING OPPORTUNITIES** or **SUMMER GRANT WRITING INSTITUTES**.

## **SIGNIFICANT DATES:**

**Institute** – July 29 – August 2, 2013 - 4½ days

(Monday afternoon through Friday afternoon)

**Application Deadline: April 30, 2013**

**Selection Date:** May 3, 2013

**Payment Due:** June 14, 2013

**First Draft Due Date:** July 12, 2013

**Preliminary Workshop:** May 17, 2013

**Post-Institute Workshop:** September 6, 2013

## **BENEFITS:**

1. Proposal writing training and experience
2. A completed proposal to submit to a funding agency
3. Reviews by peers and experts
4. Grant review training and experience
5. Valuable colleague networking
6. Interaction with successful grant writers
7. All meals and refreshments
8. All printed and electronic materials
9. Plenary sessions on critical aspects of grantsmanship
10. A letter of commendation from Chancellor Glen Johnson
11. A great experience in preparing a grant proposal ready to submit

**Description:** This Institute will bring together faculty members and administrators from public and private higher education institutions interested in preparing proposals for submission to external funding agencies. The five day institute will consist of plenary sessions, small group discussions, writing and critiquing of proposals, and one-on-one work with an experienced mentor. The institute has been developed to assist novice proposal writers in drafting complete proposals for submission.

**Support statements from (1) the Dean of the participant's college AND (2) the participant's department Chair are required.** This is to insure that the proposal is of high priority to the college or university. Each participant, Chair and Dean will **sign an agreement to submit the grant proposal**.

**Teams** of faculty members from institutions and partners outside higher education are encouraged but not required. In order to help develop a core group of faculty skilled in critiquing and writing proposals, a team may apply. An institutional team may consist of faculty members and administrators working together on a single project, several individuals working together on a proposal, or several individuals working independently on their own proposals related to one department or theme. Participants who are not in higher education but are integral partners in a higher education project may attend the institute as part of a team.

**A draft of the proposal with the background research documentation** and will be submitted to the participant's mentor on **July 12** before the Institute begins. Participants are encouraged to have as much of the proposal as possible completed in advance, which will increase the likelihood of departing the Institute with a finished proposal, but participants at all stages of proposal writing will benefit from discussion, development and critiques of their ideas.

Each participant should bring a **wireless laptop computer** for writing. Participants without a wireless computer should contact Linda Mason at [lmason@osrhe.edu](mailto:lmason@osrhe.edu) to discuss alternatives.

**Each participant must have the support of the college or university for time, travel, and lodging expenses.** The addition of a stipend for faculty who are ordinarily not working in the summer is strongly encouraged. The Institute will provide breakfasts, lunches, dinners and break refreshments while in Oklahoma City. Participants who live close are strongly encouraged to stay in a hotel instead of commuting from home in order to maximize the undisturbed writing time.

**The Institute day begins at 7:30 am and ends after dinner each day; evenings are blocked out for undisturbed writing time.** The Institute ends at 1:00 pm on the last day. All the time will be devoted to accomplishing the Institute goal: **completing an effective grant proposal**. Time at the Institute will consist of periods of proposal preparation interspersed with one-on-one mentoring by experienced and successful proposal writers, visits with University sponsored grants officers and agency Program Officers, group critique sessions, and individual reflection. Participants who come well prepared and who work hard will be able to leave the Institute with a completed proposal to the grant funding entity of their choice, ready for submission through internal campus procedures.

**Registration Fee:** \$350 before June 15 and \$400 between June 16 and July 23 (Includes all meals and breaks, supplies, and all presentations, all mentoring. Fee or PO due by July 23, 2012.

---

## MORE INFORMATION

**If you want more information about the 2013 Grant Writing Institute**, call or email Dr. Linda Mason at 405-225-9486 or [lmason@osrhe.edu](mailto:lmason@osrhe.edu). We will be happy to answer questions and give you names of previous participants and mentors. An application may be found at <http://www.okhighered.org/grant-ops> under Training Opportunities and under Summer Grant Writing Institutes.