

# Student Grant Writing Workshop

February 16, 2005

Sponsored by  
Research, Grants & Contracts  
AC 724

<http://rgc.nku.edu>

859-572-5136

Guest Speaker – David Bishop

## Web Sites / Resources

<http://rgc.nku.edu/student.html>

- ❑ Celebration
- ❑ Student Undergraduate Research Grants (SURG)
- ❑ Graduate Student Research Grants (GSRG)
- ❑ Summer Undergraduate Research Fellowships (SURF)
- ❑ Student Travel Awards
- ❑ Greaves Undergraduate Summer Fellowships
- ❑ CINSAM – Center for Integrative Natural Science and Math

# DEADLINES

Spring Semester

SURG / GSRG

**March 4, 2005**

SURF

**March 25, 2005**

## Contacts

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## FOLLOW THE GUIDELINES

### Student Eligibility

These grants are available to NKU Graduate / Undergraduate students who will complete the project before they graduate. The student must demonstrate intent to present the findings at the Celebration of Student Research & Creativity held annually in April. There is no limit on the number of awards students may receive; however, a student must turn in a final report before applying for a second award and priority is given to students applying for a first award. Final reports must be submitted within one month of project completion.

## FOLLOW THE GUIDELINES

### Grant Amount and Use

The maximum amount of this grant will be **\$500** for the SURG grants and **\$750** for the GSRG grants (minimum of \$100). The SURF grants provide a **\$2,500** stipend and allow **\$500** for expenses. Allowable expenses are research and creative projects-related only, and include: equipment, supplies, project-related travel, printing, software and other justified costs. All materials, including books and software, purchased with grant funds remain the property of NKU. No stipends or wages will be supported, except for the SURF grants.

# FOLLOW THE GUIDELINES

## Submission

Students must submit 7 copies (plus the original) of the proposal by 4 pm on the deadline date to:

The Office of Research, Grants & Contracts  
AC 724

Faxed and emailed proposals will not be accepted.

# FOLLOW THE GUIDELINES

## Proposal Format

- The Proposal Narrative is restricted to seven (7) double-spaced typed pages
- The cover page, personal information, budget form and faculty letter of support are separate pages.
- **All** pages must be numbered. The minimum font used must be 12 point.
- **Do not** attach Appendices; All narrative information, including references must be included in pages 2 - 8.



**FOLLOW THE GUIDELINES**

**Proposal Format**

**Page 1 COVER PAGE**

**(Use Form Provided on the Website)**

# FOLLOW THE GUIDELINES

## Pages 2-8 **PROPOSAL NARRATIVE**

- I. **PURPOSE AND SIGNIFICANCE**
- II. **REVIEW OF LITERATURE/SIGNIFICANCE OF THE PROBLEM**
- III. **OBJECTIVES**
- IV. **PROCEDURE**
- V. **BUDGET NARRATIVE**
- VI. **TIMELINE**
- VII. **REFERENCES**

# FOLLOW THE GUIDELINES

## **I. PURPOSE AND SIGNIFICANCE**

Provide a clear, concise statement of the purpose and significance of the problem in non-technical language, easily understood by those not experts in the field.

## FOLLOW THE GUIDELINES

**Key Questions to Answer.** As you write your statement of purpose and significance, answer these questions.  
Does your problem statement:

- Demonstrate a precise understanding of the problem or need that you are attempting to solve?
- Clearly convey the focus of your project early in the narrative?
- Indicate the relationship of your project to a larger set of problems or issues and justify why your particular focus has been chosen?
- Establish the importance and significance of the problem?
- Justify why your problem should be of special interest?
- Demonstrate that your problem is feasible to solve?
- Make the reviewer want to read further?
- State the purpose and significance in terms of human needs and societal benefits?

## FOLLOW THE GUIDELINES

### **II. REVIEW OF LITERATURE / SIGNIFICANCE OF THE PROBLEM.**

Summarize the pertinent research. Cite sources of major significance in the references, explaining their importance. For proposals in the fine arts, provide a summary of the state of the art form. Cite sources of major influence in this section and explain their importance.

# FOLLOW THE GUIDELINES

## III. OBJECTIVES

Clearly present objectives, hypotheses, and/or questions that will be addressed by the project.

# FOLLOW THE GUIDELINES

**Key Questions to Answer.** As you write the objectives section, answer these questions. Does the section:

- Clearly describe your project's objectives, hypotheses, and/or research questions?
- Signal the project's objectives without burying them in a morass of narrative?
- Demonstrate that your objectives are important, significant, and timely?
- Include objectives that comprehensively describe the intended outcomes of the project?
- State your objectives, hypotheses, or questions in a way that they can be evaluated or tested later?
- Demonstrate why your project's outcome is appropriate and important to the sponsor?

# FOLLOW THE GUIDELINES

## IV. PROCEDURE

Describe how you will undertake the project for which you are requesting funding. Please be concise and specific so that reviewers from outside your discipline will understand.

- In Social and Natural Sciences your project may require specific information on: (a) population and sample, (b) design, (c) data and instrumentation, (d) analysis, (e) time schedule, and (f) projected end results.
- Projects in the Humanities or Creative Arts will have different requirements such as (a) project design, (b) demonstrations, showings, performances, (c) data collections, equipment, media to be used, etc., (d) time schedule, and (e) projected end-results.

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**Key Questions to Answer.** As you write your procedures, answer these questions. Do your procedures:

- Flow naturally from problems and objectives?
- Clearly describe program activities?
- State reasons for the selection of activities?
- Describe sequence of activities?
- Present a reasonable scope of activities that can be conducted within the time and resources of the program?

## FOLLOW THE GUIDELINES

### V. BUDGET NARRATIVE

Indicate availability of facilities and equipment that will be used for this study and the need for each item in the proposed budget. Academic departments are encouraged to support research and creative project requests where possible. If this request is also being supported by the department, these funds should be included under "Other Funding Sources". Please also list any other funding sources (federal, state or local) that will be used to complete this project.

## FOLLOW THE GUIDELINES

### VI. TIMELINE

Provide a detailed timeline for completion of this project, which should be no longer than 12 months. Include starting and anticipated end dates, as well as any milestones within the project. While the project may be started before the notification of award date, **expenses incurred before the notification of the award date will not be reimbursed.**

# FOLLOW THE GUIDELINES

## VII. REFERENCES

Include only the references that are cited in the proposal narrative. The references should not exceed one (1) page.

# FOLLOW THE GUIDELINES

## Page 9 **PERSONAL INFORMATION.**

- Statement of your relevant experience and credentials
- Why are you qualified to undertake and successfully complete the proposed project.
- Tell us why you are the best candidate for funding this proposal.

## Page 10 **LETTER OF SUPPORT.**

- Ask a faculty member to serve as mentor and to include a letter of support.
- This letter should describe the role of the faculty member and how the faculty member will guide the undergraduate through the project.

## Page 11 **PROOF OF IACUC/IRB SUBMISSION.**

# FOLLOW THE GUIDELINES

## Evaluation Criteria

- 1) quality and clarity of proposal description/project description (25 points).
- 2) feasibility of successful completion of the research or creative project within the proposed timeframe (25 points)
- 3) likelihood the student will learn and utilize appropriate techniques and methodology (15 points)

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## Evaluation Criteria Cont.

- 4) relevance to the research/creative project to the discipline (10 points)
- 5) probability of the proposed project resulting in a publication and/or conference presentation (in addition to the Celebration of Student Research and Creativity at NKU) (20 points)
- 6) documented support from a faculty mentor (5 points)
- 7) documented proof of animal/human subjects protocol submission, if applicable (mandatory if applicable)



## Through the Eyes of the Reviewers

### Top 10 Reasons Grant Reviewers Give Low Scores

- 10) Typos
- 9) Poor Grammar
- 8) Unclear Writing
- 7) Poor detail of methods to be used and why they are chosen
- 6) Budget does not relate to proposal

# Through the Eyes of the Reviewers

## Top 10 Reasons Grant Reviewers Give Low Scores

- 5) Poor referencing (sometimes, only text books - no primary literature)
- 4) Unreasonable Objectives
- 3) All Numbered or Bulleted Requirements were not addressed
- 2) Significance not addressed
- 1) The Directions were not followed (Say it 10 times real fast– “Follow the Guidelines.”)