

Proposal writing workshop

The workshop, facilitated by Katrina Lawson from Office of Research Services (ORS) is designed for researchers who have little experience in writing proposals for research funding. No preparation is required.

This intensive, two-day workshop will provide training on the general grant application process – from RFP (Request for Proposals), through the submission process, and ending with the proposal review process. The focus of the workshop is on the skills required for writing a successful proposal, including opportunities to practice and discuss those skills.

Workshop outline

The workshop will cover topics listed below. As this is an intensive workshop, participants should be prepared to complete a short assignment after Day 1, which will be used during the Day 2 discussions.

Day 1

- Understanding grants
- Searching for opportunities
- Understanding funders
- Interpreting Requests for Proposals
- Drafting a proposal – the components of a proposal
- Writing style
- Budgeting tips
- The reviewer
- Assignment (homework)

Day 2

- Internal approval and submission
- The review process
- Assignment (in workshop)
- Discussion and questions

Although there are no shortcuts to writing winning proposals, this workshop may help you to gain a greater understanding of the whole proposal preparation process, as well as gain some skills that will be useful when writing a real proposal.