Virtual Proposal Writing Institute  
July 12-19, 2021

Schedule

Facilitators:
William (Bill) Campbell, PhD, Principal, Campbell Grants & Research LLC  
Paula Dehn, PhD, Vice President for Academic Affairs & Dean of the College, Kentucky Wesleyan College  
Mel Druelinger, PhD, Professor Emeritus of Chemistry, Colorado State University – Pueblo

Wednesday, July 7
• Facilitators receive draft from each assigned writer, facilitators will read and send writers first feedback (times for feedback may vary depending on when writer submits materials) but expectation is no later than Monday July 12

Monday, July 12
• 12:00-1:00 pm, CT – Opening Plenary: Introductions, Overview of the Institute, and “Rhetoric of Grant Proposal” – Paula Dehn  
• 1:30-2:30 pm, CT – Breakout rooms with facilitators- Topics varied depending on participants. It simply might be a session for writers and facilitators to meet and greet and for facilitators to go over writing assignment for the day  
• Remainder of the day writing and individual meetings with writers  
• 9:00 pm, CT – Writers must submit written work to facilitator

Tuesday, July 13
• Morning feedback between facilitators and writers and assignment for the day, meetings to be scheduled within groups  
• 12:00-1:00 pm, CT – Plenary: Budgets - Panel (Q & A) components, what to ask for, how much to ask for, matching requirements, institutional commitments, budget justifications, etc.  
• Afternoon – Writing and/or meeting with facilitators  
• 9:00 pm, CT – Writers must submit written work to facilitator (assigned work as well as a revised draft)

Wednesday, July 14
• Morning feedback between facilitators and writers and assignment for the day, meetings to be scheduled within groups  
• 12:00-1:00 pm, CT – Plenary: Other Funding Opportunities - Mel Druelinger  
• Afternoon – Writing and/or meeting with facilitators  
• 9:00 pm, CT – Writers must submit written work to facilitator

Thursday, July 15
• Morning feedback between facilitators and writers and assignment for the day, meetings to be scheduled within groups  
• 12:00-1:00 pm, CT – Plenary: What Reviewers Look for and the Review Process - William (Bill) Campbell, “what happens in Panel” (video of a panel)  
• Afternoon – Writing and/or meeting with facilitators  
• 9:00 pm, CT – Writers must submit written work to facilitator (assigned work as well as a revised draft)

Friday, July 16
• Morning feedback between facilitators and writers and assignment for the day, meetings to be scheduled within groups  
• 12:00-1:00 pm, CT – Plenary: How to Critique a Proposal - Mel Druelinger
• Afternoon – Writing and/or meeting with facilitators
• 9:00 pm, CT – Writers must submit their drafts to their facilitator and group members

Saturday, July 17-Sunday, July 18
• Read and critique proposal drafts

Monday July 19
• 9:00 am-12:00 pm, CT - Group critique meetings (breakout rooms by facilitator)
• 12:00-1:00 pm, CT – “What’s Next? Where to go From Here” - William (Bill) Campbell

Writers Please Note:
We can set up some small group meetings on the following topics if people are interested: Broader impacts vs BI sections in RUI proposals, Assessment for programmatic proposals, Preliminary data what and how much, Role of Undergrads in research, How to interact with your Sponsored Programs office, Data Management Plans, Foundations, etc. Please be thinking about which sessions you feel would be helpful to you. We will discuss this on Monday at our noon meeting.