

CUR Proposal Writing Institute
University of Wisconsin-River Falls, July 11-15,
2024

Agenda (as of 2.23.2024)

Organized by: Paula Dehn, PhD, Professor Emeritus Biology and Former Vice President of Academic Affairs and Dean of the College, Kentucky Wesleyan College

This institute will bring together faculty and administrators interested in preparing proposals for submission to external funding agencies. The multi-day institute will consist of one-on-one work with a mentor, writing, small-group discussions, and critiquing of proposals. The institute has been developed to assist novice to experienced proposal writers in drafting complete proposals for submission.

Institute's Aim and Requirements for Participants: Participants will leave with a complete, competitive draft. They must commit to attending the plenaries and communicating with their facilitators at least once per day, and to spending most of their institute time during the week writing.

Thursday, July 11, 2024

3:00 PM	Arrivals and Check-in to Hotel
5:00-5:30 PM	Introductions, Overview, meetings with facilitators and your group
5:30-6:30 PM	Dinner
6:45-7:30 PM	Plenary - "The Rhetoric of the Grant Proposal" - Paula

Friday, July 12, 2024

8:00-8:15 AM	Welcome & Logistics (coffee)
8:15-8:45 AM	Program Specific Overview Q&A: <ul style="list-style-type: none">• NSF-CAREER• Foundations• NSF (programmatic: S-STEM, ITEST, IUUSE, RETL, RET)• NIH/NIMH (R03, R15/R16, REAP)
8:45-9:15 AM	Plenary: Building the Budget – Panel Discussion
9:15 AM-12:00 PM	Time for writing (coffee/snack)
12:00-1:00 PM	Lunch - Roundtable discussions
1:00-5:00 PM	Time for writing (coffee/snack)
5:00-6:00 PM	Dinner – Roundtable discussions
6:00-8:00 PM	Time for writing
8:00-9:00 PM	Send Days work to facilitators & mingle

Saturday, July 13, 2024

8:00-8:30 AM	Plenary - "What Reviewers Look for & the Review Process" (What Happens in Panel?) (coffee)
8:30 AM-12:00 PM	Time for writing (coffee/snack)
12:00-1:00 PM	Lunch - Roundtable Discussions
1:00-5:00 PM	Time for writing (coffee/snack)
5:00-6:00 PM	Dinner – Roundtable discussions
6:00-7:15 PM	Plenary: "How to Critique a Proposal"
8:00-9:00 PM	Exchange proposals with your group members & mingle and then read drafts and write critiques

Sunday, July 14, 2024

8:00-11:00 AM Read drafts and write critiques (coffee/snack)
11:00 AM-12:00 PM Group Critique Meetings
12:00 -1:00 PM Lunch – Roundtable Discussions
1:00-4:00 PM Group Critique Meetings (coffee/snack)
4:00-5:00 PM Panel – Assessment/Evaluation
Dissemination
5:00-6:00 PM Dinner
6:00-8:00 PM Time for writing
8:00-9:00 PM Send Days work to facilitators & mingle

Monday, July 15, 2024

8:00-8:30 AM Panel - What's Next and Where to Go from Here:
Developing a Detailed Timeline for Completing Your
Proposal/Project and Other Ways to Keep the
Momentum Going (coffee)
8:30-11:00 AM Time for writing or meetings with facilitators
11:00 AM Institute Closes and Departures

ROUND TABLE DISCUSSION TOPICS MAY CHANGE DEPENDING ON WRITER'S NEEDS

Friday & Saturday

Lunch

Preliminary Data - What and How Much?
Drafting Clear Specific Aims/Goals/Research Questions
Writing Broader Impact Statements and RUI Statements
Role of Undergraduates in Research

Saturday Dinner
& Sunday Lunch

Data Management Plans
Foundations
Programmatic Proposals
Sponsored Program Offices and How to Deal with Them