

Grant Writing Workshop

General Pointers

1. Read the instructions AND comply with them. Remember assessors are busy people and do assessments on top of their workload so make it easy for them. Criteria are written and your application is marked against those criteria so make it very clear to the assessor what the specific category is so that it makes it easy for them to assess your work. If you get them offside by having the project out of order, for example, they are likely to review/assess your application less favourably than if you follow the structure.
2. Read the first instruction again!
3. There must be clarity and consistency in your application. Don't let the assessors second guess your application. Make sure that the sections are linked across the document so that it is very clear what you will do, why, and how much it will cost.
4. Be mindful that money is always tight so be modest in your budgets. Just because there is a grant for 20K, that does not mean you have to ask for 20K.
5. Be mindful that travel is often viewed as an option... do you really need all that travel? So, you want to go to a conference – where is the bang for buck in that budget line. How essential is that conference? Travel is often the most scrutinised budget line. Often the travel budget line smells of junket funding so make sure you establish that the travel is essential for the project.
6. The method section is very important as this is the foundation to your budget so be very clear here. Wishy washy methods result in lack of clarity around budget. So, be very specific about how your data will be collected. This helps to make the links between budget, personnel and method. (and easy for the assessor to see why you are needing the cash requested).
7. Remember to include how you will analyse your data. This needs to be systematic and not just an ad hoc process. Demonstrate you are on top of the analysis, the framing of the analysis (method and theory), the storing/coding of the data etc etc. Again this will link across the document.
8. Always try to demonstrate growth in your research – CIRI seed funding to get the project started, to build track record, to help trial items/method etc. Publications from your research are critical. Use a small project to build your capacity and standing (ROPE) so that the competitive grant already has traction and demonstrable outcomes.
9. Small grants are the starting point of your research – they need to be the jumping off point for bigger and better projects, not an end in themselves.
10. There must be clear links between the sections – the aims must be evident in the method/data; the method links to the budget; etc.
11. Sometimes the KISS principle is the most effective way to go.

Project Description

<ul style="list-style-type: none"> • Aims and background 	<ul style="list-style-type: none"> • Be specific, these should be measurable or able to be checked off. Be very specific
<ul style="list-style-type: none"> • Research Project 	<ul style="list-style-type: none"> • Significance, outcomes, impact, conceptual framework, innovation, methodologies/technologies, feasibility, time line, national benefit.
<ul style="list-style-type: none"> • Role of Personnel 	<ul style="list-style-type: none"> • Be clear as to the role of the team members. There needs to be specific roles that compliment the team. Ensure that the tasks are doable in the time allocated.
<ul style="list-style-type: none"> • Project research environment 	<ul style="list-style-type: none"> • This section needs to show that the project is doable within the context of UC, and that access to schools or sites is possible. Show how the project aligns with the strategic goals of UC
<ul style="list-style-type: none"> • Communication of Results 	<ul style="list-style-type: none"> • Show specifics of the journals/publishers that will be targetted for publication. The choice of how you will disseminate your results shows your depth of knowledge of the field. Not just academic communications. Be reasonable.
<ul style="list-style-type: none"> • Management of Data 	<ul style="list-style-type: none"> • How will data be stored, remember that there is now a need for data to be accessible beyond the completion of the projects. How will you protect identity of participants, storage for accessibility
<ul style="list-style-type: none"> • References 	<ul style="list-style-type: none"> • Need to demonstrate you have a good knowledge of the key people working in the area. Don't put in too many references, space is tight so only key references should be used.
<ul style="list-style-type: none"> • Impact of the research 	<ul style="list-style-type: none"> • is this good use of money, and extends beyond the academic world. Be reasonable in your claims. Outcomes as well as benefits are important to consider.

One line Completion

Costings	<ul style="list-style-type: none">• Be specific about costings - list the exact costings - level, time, \$\$.
Justification of Budget	<ul style="list-style-type: none">• Document why budget items are needed and their costing• Anything that is unique to your study needs clarification
Personnel and ROPE	<ul style="list-style-type: none">• Be clear about roles and opportunities• Be explicit as to the role (and value) of each member• make sure it appears that each CI/PI justifies their time commitment
Research Support	<ul style="list-style-type: none">• Current and past projects for past 10 years• Try to build a case to show the work has commenced through other projects• Show that there is a good output for \$\$s invested
Classifications	<ul style="list-style-type: none">• Very important to try to keep FoR codes contained to a particular area of your expertise.• These are used to direct the application to assessors! So if you put a wrong classification it could go to the wrong assessor/s.• SEO codes are for the beneficiaries of the research.

Final Comments

Clarity, consistency and coherence across the proposal.

Aims – literature – method – budget – (justification of budget) - data management – dissemination

All should/must line up

Innovation is important, outputs must be considered.

Read the instructions! AND comply with them. Grants can be lost due to non-compliance.