

**Professors Matta & Battle
Grant Writing (Fall 2025)
Homework**

Dates	Homework (Due The Following Week)
Week 1 8/26/25	Do CITI Training Do one-page proposal
Week 2 9/2/25	Do 2 nd Draft of One-Page Proposal Do 20 References
Week 3 9/9/25	<p>Develop a spreadsheet of ten potential funders and five potential conferences - source, program officer, grants' due date, funding description, funding range</p> <p>Download five successful applications</p> <p>*</p> <p>Start a complete "structure" of the final proposal (for professors' eyes), with as much of it done as possible.</p> <p>More specifically, put the proposal together with a reasonable attempt at the following:</p> <ol style="list-style-type: none"> a. abstract b. background c. methods d. references e. timeline f. budget g. irb/human subjects

<p>Week 4 9/16/25</p>	<p>Finalize a complete “structure” of the final proposal (for professors’ eyes), with as much of it done as possible.</p> <p>More specifically, put the proposal together with a reasonable attempt at the following:</p> <ul style="list-style-type: none"> a. abstract b. background c. methods d. references e. timeline f. budget g. irb/human subjects
<p>Week 5 9/30/25</p>	<p>Get Five samples of funded proposals from your intended funder(s)</p> <p>*</p> <p>Complete PDF draft (for peer review) is due, in its entirety and in the required structure, on <u>11/4/25</u>. Again, you will need:</p> <ul style="list-style-type: none"> a. abstract b. background c. methods d. reference e. timeline f. budget g. irb/human subjects
<p>Week 6 10/7/25</p>	<p>Develop and prepare proposals for an informal (oral) peer review on 10/21/25</p>
<p>Week 7 10/21/25</p>	<p>Organize a time to meet with your group (of three) to verbally workshop proposals</p>
<p>Week 8 10/28/25</p>	<p>Incorporate colleagues’ comments into a draft for peer review on 11/4/25</p>

<p>Week 9 11/4/25</p>	<p>Do blind reviews of three of your colleagues' proposals.</p> <p>Three reviewers' comments are due at the beginning of the next meeting. The comments should be about 750 words long (~ three pages).</p> <p>Only one set of comments are needed for EACH proposal reviewed.</p> <p>When reviewing proposals, be sure to give specific suggestions to help your colleagues produce a better proposal.</p> <p>For the purpose of practice, as best you can, make your comments such that the author cannot figure out who the review is. Follow the format provided in class.</p> <p>In addition to your qualitative/written review of EACH proposal, also provide a quantitative assessment for EACH proposal (template will be provided).</p> <p>I also encourage you to make grammar corrections, either in your qualitative assessment or via track changes.</p> <p>Again, each review will have three components: the edited proposal (track changes), the qualitative review (your comments), and the quantitative assessment (see template from class).</p>
<p>Week 10 11/18/25</p>	<p>Work on a second draft of your proposal, while focusing on addressing/incorporating the comments of the reviewers.</p> <p>A complete 2nd PDF draft (for peer review) is due, in its entirety and in the required structure, at the beginning of the next class session/meeting.</p> <p>The first few pages of the PDF should be the (cover) letter to the "evaluator" explicating how you incorporated the comments from the reviewers on the 1st version of the proposal (see sample provided).</p> <p>This second draft and letter are due on 11/25/25. Remember, the final version is due on 12/9/25.</p>

<p>Week 11 11/25/25</p>	<p>Do blind reviews on 2nd drafts of three of your colleagues' proposals.</p> <p>Three reviewers' comments are due at the beginning of the next meeting. The comments should be about 750 words long (~ three pages).</p> <p>Only one set of comments are needed for EACH proposal reviewed.</p> <p>When reviewing proposals, be sure to give specific suggestions to help your colleagues produce a better proposal.</p> <p>For the purpose of practice, as best you can, make your comments such that the author cannot figure out who the reviewer is. Follow the format provided in class.</p> <p>In addition to your qualitative/written review of EACH proposal, also provide a quantitative assessment for EACH proposal (template will be provided).</p> <p>I also encourage you to make grammar corrections, either in your qualitative assessment or via track changes.</p> <p>Again, each review will have three components: the edited proposal (track changes), the qualitative review (your comments), and the quantitative assessment (see template from class).</p>
<p>Week 12 12/2/25</p>	<p>Final Proposals Due on 12/9/25</p>
<p>Week 13 12/9/25</p>	<p>Final Proposals Due Today</p>