WMN+ Summer Grantwriting Infosession

April 14, 2023

Institute for Intelligent Systems
THE UNIVERSITY OF MEMPHIS

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Program Goals

The goal of this Grantwriting Incubator Workshop is to prepare graduate students, junior faculty, new faculty (since 2019) to the UofM, and new principal investigators (PIs) from any department to submit a funding proposal (either internal to the UofM, or external). By the end of the 10 week workshop, participants will have a complete (or near-complete) proposal to submit.

Partnership

Participants will work collaboratively with a partner of their choosing who will provide content area expertise, mentorship, and feedback throughout the 10 weeks. The partnership contract will be for the duration of the 10 weeks, and the partner may or may not ultimately be listed on the final grant submission. The PI and partner will identify their goals and deliverables and define the scope of the partnership (limited to, or going beyond the workshop).

Deliverables

Participants will submit components of their grant throughout the course of the 10 week program via the Canvas platform, and give a final presentation to the other participants during Class 10.

Frequently Asked Questions

Who can apply for the workshop?
Faculty and students and the UofM. We are prioritizing newly hired faculty (since 2019), faculty who are new to grantwriting, and graduate students.

How long is the workshop?
The workshop is ten weeks (May 30 through August 9). We will meet weekly on Wednesdays from 10:00-11:30am via Zoom.

How will the course be administered?
Participants will use Canvas for discussion and submitting deliverables for the workshop.

What is a Pre-Award Coordinator?
A Pre-Award Coordinator is a specialist in helping faculty (and students) through the early stages of writing grants. This can include help with identifying grants, formulating budgets, routing the grant proposal through proper University channels, and preparing other documents required for submission.

How do I identify my partner for this 10 week program?
The Women+'s Mentorship Network, and the College of Arts and Sciences in collaboration with the Herff College of Engineering have "expertise databases" where you can search for partners with expertise in your area, or who are interested in serving as mentors. Your Pre-Award Coordinator will also be able to help you identify a potential partner that will be a good fit for your project.

Frequently Asked Questions

Does my partner have to be in the same college, school, department, or unit as me?
Not at all!

Is the partner required to be listed on the final grant proposal submitted by the PI?
This is an arrangement that will need to be determined by the PI and the partner.

I am concerned about protecting my intellectual property and ideas. Will I be required to share the entirety of my grant proposal?
You will not be required to share the entirety of your grant proposal with anyone but the course administrators (Leigh Harrell-Williams, Crystal White, and Leah Windsor). You will share a research summary and contribute to the discussion board on topics and questions related to the grantwriting process, but all intellectual property will remain yours.

To whom will I be presenting in Week 10 and what will that consist of?
Participants will share their message box, proposal submission timeline, and a summary of lessons learned with the other participants in the course. Other members of the University research community (Division of Research and Innovation; Office of Sponsored Projects; etc.) will be invited to attend the final presentations and provide feedback.

Documents to submit with your application

❏ Cover letter

❏ A biosketch formatted for either NSF/NIH/IES/etc. from the sciENcv website: https://www.ncbi.nlm.nih.gov/s

❏ Current and Pending Support document from the sciENcv website: https://www.ncbi.nlm.nih.gov/s

❏ 250 word project description

❏ Letter of support from Partner

❏ Submit proof of meeting (pdf of an email from pre-award coordinator) to identify 2-3 grants

❏ List of 2-3 possible grants (including deadline, URL, and RFP)

Pre-Award Coordinators

Please reach out to your unit's Pre-Award Coordinator (PAC) to schedule a meeting with them in order to help identify 2-3 grant opportunities that may interest you. If you do not know who your PAC is and your unit is not listed below, please reach out to Madison Austin (mraustin@memphis.edu).

- Madison Austin - College of Arts and Sciences, Institute for Intelligent Systems + Faculty Affiliates - mraustin@memphis.edu
- Emilie Bowman - College of Arts and Sciences (Biology, Chemistry, CERI, Earth Sciences) - fbowman1@memphis.edu
- Mary Earhart Brown - College of Arts and Sciences (CCEPR, SUAPP, Social Work, Public Safety, Public and Nonprofit Admin, Anthropology, Crim) - mrhrtbrw@memphis.edu
- Kit Lopez Boone - College of Engineering - mlboone1@memphis.edu
- Maureen Smith - Department of Psychology - msmth183@memphis.edu
- Meghan Taylor - School of Public Health - mbmadows@memphis.edu
- Mikhelle Taylor - College of Arts and Sciences (Computer Science, Math, Physics) - mtylor80@memphis.edu
- Janet Wiens - College of Education - jawiens@memphis.edu

Funding

Participants (PIs and Partners) will receive $100 for participating in the workshop. In order to receive the stipend, all PIs (not co-PIs) must attend two of the first three sessions on Zoom (May 31 through June 14).

- Women+'s Mentorship Network
- Office of the Provost
- CAESER
- Institute for Intelligent Systems
- Department of English
- ASPIRED
- Engaged Scholarship Network
- Women's and Gender Studies Program

Timeline

- Submissions open: April 3
- Deadline for submissions: May 5
- Participants notified: Week of May 15th
- Meetings will be via Zoom on Wednesdays from 10-11:30am

Classes + Topics

- Class 1: May 31 Introductions
- Class 2: June 7 GANTT charts
- Class 3: June 14 Budgets and Finance
- Class 4: June 21 Team Science and Mentoring
- Class 5: June 28 Broader Impacts + Intellectual Merit
- No meeting the week of July 4th
- Class 6: July 12 University Research Support Resources
- Class 7: July 19 Measurement and Evaluation
- Class 8: July 26 What a Reviewer Wants
- Class 9: August 2 Grant and Lab Management
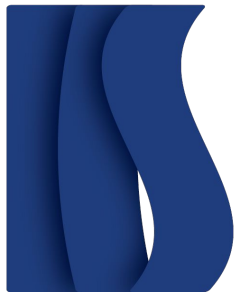- Class 10: August 9 Review Panel and Presentations

Apply here

https://bit.ly/wmn-summer2023-grantworkshop

Questions?

Thank you!

Leah.Windsor@memphis.edu