

University of Tennessee/Knoxville
2012 GRANT WRITING INSTITUTE
“Developing NIH Grant Proposals”

Program Description

Application Forms

- **Faculty Participants**
- **Mentors**
- **Graduate Fellows**

Sponsored by:

UTK Office of Research
Colleges: Arts and Sciences, Engineering, Nursing, and Social Work
The Graduate School

A . Introduction

The purpose of the 2012 Grant Writing Institute is to:

- 1) Improve the ability of UTK faculty to write high quality NIH grant proposals that will succeed in an increasingly competitive environment; and**
- 2) Engage participants in the culture of sponsored research via interactions with experienced mentors, meetings with grant program officers, and enhanced understanding of the grant review process.**

An intensive summer “boot camp” experience, the Institute’s small workshop setting, combined with involvement of experienced faculty mentors, fosters individualized attention and sustained support for all GWI participants through the entire process of proposal development, from conceiving a fundable idea to submitting a strong proposal to the National Institutes of Health. Each faculty participant will be invited to nominate a graduate student to engage in Institute activities.

B. Program summary

Twelve faculty members from the sponsor Colleges will be accepted into the 2012 program. From May 17 through June 21, participants will meet twice weekly for eight half day workshops, and will participate in a field trip to the Washington DC area with two overnight stays. *(Note: Institute participants are expected to devote full time to the Institute during this period and may not teach during the summer mini-session and the first full summer session.)*

Follow up meetings will be scheduled in the fall term. In addition to working with the Proposal Development Team from the Office of Research, each participant will meet regularly with a senior faculty mentor who has a substantial track record in sponsored research. Topics covered in the summer workshops include:

- **Crafting a fundable idea**
- **Locating funding opportunities**
- **Interacting with NIH grant program officers**
- **Constructing a timeline for proposal development**
- **Initial drafting of the project’s main theme, overall goal(s) and research objectives**
- **Matching the proposal to the funder’s needs and expectations**
- **Building a persuasive rationale for funding**
- **Analyzing project tasks in terms of workload, timelines and budget**
- **Understanding issues of compliance and research integrity**
- **Understanding the proposal submission process at UTK**
- **Inside the NIH peer review process: study section dynamics and scoring system**

When not in session in May/June, participants will conduct research in support of their planned proposals: conducting literature reviews, compiling preliminary data, reading successful grants, writing preliminary drafts, and meeting with their mentors. A special feature of the Institute will be a “Day in DC,” where participants will first attend a workshop led by program officers in key funding agencies, and later that day will disperse for prearranged individual meetings with selected program officers. For each faculty participant, the final product will be a well crafted, internally reviewed proposal ready for submission to a targeted grant program.

C. Mentors

Each faculty participant will be paired with a senior faculty mentor experienced with NIH proposal writing and with service on NIH study sections or special emphasis panels. Mentors will meet periodically with faculty participants to advise on proposal development, arranging meetings with NIH program officers, and review of early proposal drafts. While mentors are not expected to attend the Institute's workshops or the "Day in DC" event, they will serve on the mock review panel immediately following the summer workshops.

D. Graduate Fellows

In addition to faculty participants and mentors, the Institute will accept up to 12 graduate students from sponsor Colleges. Graduate Fellows must be nominated by a faculty participant, and will attend all Institute activities, assisting the faculty member in the research and writing of a specific grant proposal. Graduate Fellows may also attend a special workshop on "*Career Development Grants for Pre- and Post-docs*," and may choose to write their own proposals.

E. Eligibility

Applications to participate in the Institute will be accepted from any tenure track faculty member in the sponsor Colleges. College of Engineering faculty will be accepted by invitation only, and will be nominated by the CoE Associate Dean for Research. Graduate Fellows must be enrolled in an appropriate science or social science discipline.

F. Institute Staff

The Proposal Development Team in the Office of Research, assisted by pre-award specialists from the Office Sponsored Programs will serve as the primary instructors and coordinators for the Institute. Additional presenters will be engaged from time to time, including mentors and other UTK faculty with strong track records in NIH funding.

G. Institute Stipends

Faculty participants will receive a stipend of one month's summer salary (1/9 of AY salary). Mentors and Graduate Fellows will receive stipends of \$1,200.

H. Proposal Development Budget

Each faculty participant may request up to \$300 to support activities directly related to proposal development, such as travel, compiling preliminary data, or engaging an outside consultant to review their proposal.

I. Institute Funding

The Office of Research will contribute 50% of the total costs for administering the Institute, while the remaining 50% will be contributed by the sponsor Colleges. The Graduate School will provide stipends and travel expenses for the Graduate Fellows.

J. Application Procedures

Individual applications will be reviewed by a Selection Committee appointed by the Office of Research. To apply, faculty members are asked to summarize their grant ideas and any preliminary work they may have already done, and provide information about any potential sponsors identified for the project. If more applications are received than can be accepted, selection criteria will focus on the candidate's need to gain experience with extramural funding, the scholarly potential of the applicant, and the importance of the applicant's scholarly agenda to the goals of the academic unit and/or division.

1. Faculty application procedure

Applicants must submit a **complete Institute application by Friday, February 3, 2012** to the UTK Office of Research, 1534 White Avenue. Applications must include:

- **Signed Application Cover Sheet (page 5 of this document)**
- **Project Description (maximum one page)**
A. Project Description. A preliminary outline of the proposal you anticipate working on during the Institute, including 1) a brief description of the proposed project; 2) any potential sponsor(s) you may have identified.
- **B. Significance**. A statement of your expectations as to how the proposed project will support and/or enhance your professional development and the goals of your academic unit. Include a summary of your experience to date with extramural funding, if any.
(Font: Times New Roman 12, Arial or Helvetica 11. One inch margins.)
- **Support letter(s)**
A statement of commitment from your department head supporting your application.

Send the compiled materials as an e-mail attachment to Robert Porter, reporter@utk.edu. The list of selected faculty participants will be announced by **Friday, February 17, 2012**.

2. Mentor application procedure

Senior sponsor College faculty interested in participating as mentors should send the **Mentor application form (page 6 of this document)** by **Friday, March 2, 2012** to Robert Porter, UTK Office of Research, reporter@utk.edu.

3. Graduate fellow nominations

Graduate Fellows must be nominated by sponsor College faculty who have been accepted into the program. Each faculty participant may nominate one Graduate Fellow. Following announcement of the faculty participants, calls will be issued for graduate fellow nominations. **Interested graduate students must submit a complete application to one of the selected faculty participants by Friday, March 2, 2012**. The application must include:

- **Signed Graduate Fellow Application Cover Sheet (page 7 of this document)**
- **Statement of Interest (maximum one page)**
A. Scholarly interests. Describe your areas of scholarly interest and indicate how external funding can support those interests.
- **B. Significance**. A statement of your expectations as to how the proposed project will contribute to your field and/or enhance your professional development.
(Font: Times New Roman 12, Arial or Helvetica 11. One inch margins.)

Faculty participants will forward their Graduate Fellow nominations to reporter@utk.edu by **Tuesday, March 6, 2012**.

**FACULTY APPLICATION
UTK GRANT WRITING INSTITUTE**

Name: _____ **Title/Rank:** _____

Department: _____ **Phone:** _____ **E-Mail:** _____

Tentative Proposal Title: _____

Statement of interest (one page maximum)

- ☐ Project Description. 1) a preliminary description of the proposed project; any potential sponsor(s) you may have identified; 3) any conflicts from May 17 to June 21, 2012.
- ☐ Significance. Describe how the proposed project will support and/or enhance your professional development and the goals of your academic unit. List experience to date with extramural funding, if any.

Letter(s) of Support

- ☐ A statement of commitment from your department head supporting your application.

Participant Responsibilities:

To participate in the Faculty Grant Writing Institute, and in consideration of the financial support provided by the Institute, I agree to:

1. Attend all Institute workshops as scheduled from May 17 through June 21, 2012;
2. **Devote full time during the summer Institute period to preparing a grant proposal,** completing Institute reading and writing assignments, contacting funding agencies, meeting with my mentor, attending “A Day in DC,” writing proposal drafts, responding to other participants’ proposals, and preparing for proposal submission;
3. Submit a draft proposal or concept paper by June 21, 2012 for discussion by the mock review panel the following week;
4. Attend the mock review panel session to be scheduled immediately following the summer workshops;
5. Submit a draft grant proposal, along with a copy of the program solicitation, to the Proposal Development Team by **October 1, 2012;**
6. Submit a revised proposal in response to oral and written critiques by the PDT;
7. Submit a completed proposal to a targeted NIH grant program by February 1, 2012

Applicant Signature

Date

*Send materials as an e-mail attachment to:
Robert Porter, UTK Office of Research, reporter@utk.edu by February 3, 2012*

MENTOR APPLICATION
UTK FACULTY GRANT WRITING INSTITUTE

Name: _____ **Title/Rank:** _____

Department _____ **Phone:** _____ **E-Mail:** _____

History of Funded Scholarship: *(Provide extra sheet if necessary)*

Sponsor	Project Title	Year Awarded	Grant Amount

Service on Review Panel(s):

Sponsor	Program	Year Served

Mentor Responsibilities:

To participate in the UTK Grant Writing Institute, and in consideration of the financial support provided by the Institute, I agree to:

1. **Meet on a regular basis with my assigned faculty participant**, providing guidance and other support that will aid that participant in completing Institute assignments, contacting funding agencies, writing proposal drafts, and submitting a strong grant proposal;
2. Participate in nominating a graduate fellow to work with myself and the faculty participant;
3. Serve on a mock review panel to be held the last week of June 2012. The panel will critique concept papers and early proposal drafts submitted by Institute participants.

Applicant Signature

Date

Send as e-mail attachment to:
Robert Porter, UTK Office of Research, reporter@utk.edu, by March 2, 2012

**GRADUATE FELLOW NOMINATION
UTK GRANT WRITING INSTITUTE**

Name: _____ **Department:** _____

Degree sought: _____ **Date anticipated:** _____ **Phone:** _____ **E-mail:** _____

Mailing address: _____

Research Interest(s): _____

Application submitted to: _____
(name of faculty Institute participant)

Statement of Interest (maximum one page)

Please attach a single page response to the following:

A. Scholarly interests. Describe your areas of scholarly interest and indicate how external funding can support those interests. If you have a specific project in mind, provide a brief description and indicate where you might look for funding.

B. Significance. A statement of your expectations as to how the proposed project will contribute to your field and/or enhance your professional development. Include a summary of your experience to date with extramural funding, if any.

(Font: Times New Roman 12, Arial or Helvetica 11. One inch margins.)

Graduate Fellow Responsibilities:

To participate in the Faculty Grant Writing Institute, and in consideration of the financial support provided by the Institute, I agree to:

1. Attend all Institute workshops and the “Day in DC,” event as scheduled from May 17 through June 21, 2012, completing the reading assignments and writing exercises;
2. Assist the faculty participant with proposal research, project design and drafting proposal components as assigned;
3. Should I elect to pursue a pre- or postdoctoral fellowship, or to apply for a doctoral dissertation improvement grant, I will devote the remainder of my time to this endeavor;
4. Attend a mock review panel session to be scheduled in June 2012 immediately following the Institute workshops.

Applicant Signature

Date

*Graduate Fellow nominee: Forward to Institute faculty participant by March 2, 2012
Faculty participant: Send to Robert Porter, UTK Office of Research, reporter@utk.edu,
by March 6, 2012*