Purpose

During this intensive, hands-on proposal writing workshop, participating faculty members at any career stage and from any discipline will draft a complete research proposal, then have that draft thoroughly vetted and edited by both their peers in the workshop and by a proposal development specialist. The goal is for participants to develop a compelling, competitive proposal that is ready to submit to an external sponsor at the conclusion of the semester-long workshop.

Participating in the workshop will give you an opportunity:

- To learn about the current grant environment
- To find out how and where to identify appropriate funding opportunities
- To learn about sponsors and their requirements and expectations
- To familiarize yourself with the entire proposal writing process
- To prioritize your proposal
- To work in a positive, interdisciplinary, and collaborative environment
- To obtain feedback on multiple drafts
- To meet potential collaborators for future projects
- To analyze strategies and techniques others use to present their projects
- To learn what reviewers look for when they evaluate proposals

Attendance Policy

Due to the intensive nature of the workshop, attendance will be limited to 8 participants. Participants must commit to attending all workshop meetings, held for 2 hours per week on a day to be determined by mutual agreement of participants. While we understand emergencies may occur that could cause an absence, more than 2 absences for the entire workshop will forfeit your ability to send the finished proposal for professional evaluation at AVPR expense. You may still send your proposal for evaluation, however the AVPR will not cover the cost if you do not adhere to the attendance policy.

Eligibility

This workshop is available to tenure-track, tenured, or full-time continuing non-tenure-track faculty. Preference will be given to tenure-track and tenured faculty. Attendance is limited to one workshop within a fiscal year.

Application Submission

Please submit a 1-page summary (as PDF) of the proposed project to the AVPR at avpr@villanova.edu. Include in the email subject line your last name, department, and “Proposal Workshop” (e.g. Grannas-Chemistry-Proposal Workshop). Include in this one-page description: 1) the funding agency you plan to target if known (including the specific program and any links to information available on the internet); 2) the program proposal submission deadline if known; 3) what steps in proposal preparation you may have already taken; and 4) a description of the proposed project/aims/goals for your project. A pool of 8 workshop attendees will be chosen by the AVPR from applicants. Those who have presented the most
compelling case that they have a solid plan to produce a full proposal for submission to an external funding source will be given highest priority.

**Critical Dates**
Applications are **due by 5 pm on Friday, August 11, 2017**. Decisions will be made and communicated to all applicants by the AVPR no later than August 25, 2017. The workshop will begin on September 1, 2017.

**Questions?**
Questions about application preparation or review can be addressed to Amanda M. Grannas, PhD, Associate Vice Provost for Research, 103 Tolentine Hall, amanda.grannas@villanova.edu.