Grant Proposal Writing Workshop Summary for Stony Brook University Participants
Grant Writers’ Seminars & Workshops

This document summarizes the process for faculty interested in a place in a forthcoming Grant Proposal Writing Workshop. All activities will be guided by a version of “The Grant Application Writer’s Workbook.” It is important that the entire Workbook be read and used as an integral part of the Workshop process. Please note that all dates are subject to change.

1. “Write Winning NIH Grant Proposals” Seminar and “NIH Renewals and Resubmissions” Seminar:
   These seminars on January 13-14, 2022, presented virtually, begin the Grant Proposal Writing Workshop process. The purpose of the seminars is to learn the specific approach to grant proposal writing taught by Dr. John Robertson. It is important to attend these seminars if at all possible, unless you attended the seminars when they were offered on August 13-14, 2020.

2. Workshop Participant Information Form:
   The Participant Information Form is a one-page document that will be sent to you. You will be asked to complete it and submit to OPD_OVPR@stonybrook.edu by February 1, 2022.

3. Pre-Proposal:
   When Grant Writers’ Seminars & Workshops (GWSW) receives your completed Participant Information Form, you will receive detailed instructions on how to write your Pre-Proposal, when to submit it, and what to include. The Pre-Proposal should consist of a revised Specific Aims section and a Significance subsection of the Research Strategy, written in the format outlined for you in your Workbook and conveyed in the instructions. Any resubmission must be guided by the reviewers’ comments.
   You will also be asked to submit:
   a. The original Pre-Proposal (the first two pages of your submission)
   b. The latest set of reviews
   c. A 1-2-page bulleted list of how you plan to respond to the reviewers' comments. This should be similar to what you would submit for a response to a manuscript review, but simpler. Include the original reviewer comment/issue, and a very brief idea of how you are planning to respond, or at least the options you are considering.
   d. Your Biosketch
   NOTE: Pre-Proposals are due to GWSW by March 8, 2022.

4. Critique:
   Dr. Robertson will send you an individualized 3-5-page detailed critique prior to the Workshop, outlining what to do to improve your submission. This is to be read thoughtfully and carefully.

5. Workshop Session:
   a. Virtual Group Workshop:
      You will be asked to attend the virtual Group Workshop sometime between April 8 and April 12, 2022 (date to be determined). This will consist of an afternoon Group Session with all participants on one of these dates. During this Workshop, selected Pre-Proposal first drafts will be collectively critiqued by the group in a type of mock review.
   b. Virtual Individual Meeting:
      In advance of the Workshop, you will be asked to sign up for a 30-minute virtual individual meeting with Dr. Robertson. These virtual individual meetings will occur sometime between April 8 and April 12, 2022 (dates to be determined). If you are unable to meet with him individually during one of these times/dates, we will be happy to set up a different date that will work for you and Dr. Robertson.
      NOTE: Once you have attended the virtual Group Workshop and met individually (virtually) with Dr. Robertson for 30 minutes, you will have completed the Workshop session.

6. Revised Specific Aims Section and Significance Subsection:
   Dr. Robertson will ask you to submit a revised version of your Specific Aims section and Significance subsection (based on your Critique, the Group Meeting, and your individual meeting with Dr. Robertson) to him by a specific date, via email. Dr. Robertson will review and send them back to you with his comments.
You may be asked to revise and send another draft, until both you and Dr. Robertson are satisfied that these sections are the best they can be.

7. **Full Proposal:**
   Dr. Robertson will then ask you to write your full proposal using your *Workbook* as your step-by-step guide (without further input from him unless you have specific questions) and submit it to him by **September 7, 2022**.
   
   NOTE: If you are planning to submit your resubmission earlier than November 5, 2022, that can be arranged by speaking with Dr. Robertson ahead of time. We will need to know your targeted resubmission deadline in advance.

8. **Final Proposal Review:**
   Dr. Robertson will review your final proposal and send it back to you via e-mail with his comments. A copy will also be e-mailed to the Workshop Coordinator at the Institution. At that point, the workshop will be considered complete.
   
   NOTE: Dr. Robertson will only review your final proposal one time.

9. **Scientific and Technical Merit Review:**
   Dr. Robertson suggests that you then make revisions and share your updated proposal with a number of your colleagues (a Pre-Submission Review Committee - see below) so that they can review the proposal for scientific and technical merit, but this step is completely up to you.

For your general information:

**OBJECTIVES:** The Workshop program has three objectives for each participant: 1) To write and submit the best application of which s/he is capable; 2) To better understand the dynamics and psychology of the review process; and 3) To develop an appreciation that constructive criticism received from colleagues prior to submission of the proposal can often make the difference between an application's success and failure.

**COMMITMENT TO WORKSHOP PROGRAM:** Participants agree (by signing a Commitment Acknowledgement Form) that they will hold in confidence any ideas and/or protocols of others that are provided, either orally or in writing, during the virtual Workshop. It is expected that all participants in the Grant Writing Workshop will participate fully in, and successfully complete, all aspects of the program, culminating in the preparation of a grant application that will be submitted. The Commitment Acknowledgement Form will be sent with the Welcome to the Workshop email letter.

**PRE-SUBMISSION REVIEW COMMITTEE:** It is suggested that each participant select two or three colleagues to review the proposal for technical and scientific merit after it has been reviewed by Dr. Robertson and his suggested revisions are made. It is recommended that one reviewer be a strong general scientist and one or two reviewers be very close to the participant’s area of expertise. The latter reviewers will be in the best position to assess whether or not the research proposed is significant. This is also discussed in the *Workbook*.

Should you have any questions, please feel free to contact the GWSW office at:

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*Training in the Art of Grantsmanship*

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