

Proposal Writing Workshop,

5 – 7 December, 2016

In a collaborative partnership with the American Association for the Advancement of Science (AAAS), the Research Directorate at KFAS will host a 3-day workshop that builds on the fundamentals of proposal writing; engaging the research community in exciting and constructive discussions.

Workshop goal

The workshop aims to mobilize scientists with the tools they need to produce research proposals that meet international standards whilst endeavouring to provide a supportive platform for like-minded thinkers.

Workshop Scope

Over the course of three days, participants will learn to formulate and structure key components of a grant application including, a successful research proposal, project implementation plan and a comprehensive budget. Further topics of focus include Research Ethics and Mendeley Citation Management. As members of a mock review panel, participants will engage in an interactive session to gain a glimpse into the merit review process and identify errors that commonly culminate in grant rejection.

Date 5 – 7 December 2016

Venue Kuwait Foundation for the Advancement of Sciences

Who attends

The workshop will be geared towards early-career investigators and members of the scientific community who are new to the research grant-seeking process.

Registration

Register for this workshop through the registration link on <https://oe.kfas.org.kw/Event?ID=73>

Please note that places are **limited**.

Further queries can be forwarded to research@kfas.org.kw or directly at 22278100 **Ext:** 1656/1623

Instructors



Dr. Charles Dunlap, Program Director, Research Competitiveness Program, AAAS

Dr. Dunlap has worked for nearly two decades leading the design and implementation of programs to strengthen and support research competitiveness in science, technology, engineering, and mathematics in the United States and twenty-three countries in Africa, the Middle East, Asia, and Europe. Among the programs he has created and overseen are 1) nine national digital library systems for full-text journal access; 2) more than twenty international, U.S. merit-reviewed grant competitions for entrepreneurship and research; 3) international science policy conferences in Saudi Arabia, Moldova, and Azerbaijan that brought together government and university leaders from more than thirty-five countries; 4) science funding agency symposia with the U.S. National Science Foundation that brought together program officers and leaders of national funding agencies from South America, Europe, Asia, and Africa; and 5) career skills competitiveness programs that have worked in seventeen countries, directly training more than 4,200 scientists, engineers, and their graduate students. Dr. Dunlap received his Ph.D. in geology/geochemistry in 1996 from the University of California, Santa Cruz where he received a U.C. Regents Graduate Fellowship and an IGPP Fellowship for research at Los Alamos National Laboratory. His primary research publications have been in the field of isotope geochemistry, using stable lead isotopes to trace the origin, transport, and fate of toxic metals.



Dr. Annette Olson, Project Director, Research Competitiveness Program, AAAS

Dr. Olson helps universities, foundations, research consortia, governmental organizations, and others strategize about research development and competitiveness. For the past four years, she has led 10 AAAS panels to assess and guide NIH and NSF-funded research programs in five U.S. states that range from \$3 to 20 million in funding. Dr. Olson also has managed the design and execution of the peer review for ten funding competitions, and yearly provides the judging oversight for the Global Innovation in Science and Technology Tech-I young entrepreneur competition, held at the Global Entrepreneur Summit. Prior to AAAS, she served as a scientific advisor, outreach specialist, and strategist for 15 years to U.S. Federal agencies, primarily to the Smithsonian Institution (1996 to 2003) and the U.S. Geological Survey (USGS; 2004 to 2011.) Highlights include: 1) helping co-create museum exhibits that serve four million visits a year; 2) leading the construction of a global, multi-institutional scientific database for biological media utilized in over 150 countries and sought by 11 federal agencies, and 3) co-creating a new international biological data standard. Dr. Olson also has advised on bioinformatic systems to the National Oceanic Atmospheric Administration, the Environmental Protection Agency, and the National Technical Information Service, as well as to multi-institutional programs such as the National Biological Information Infrastructure, the Encyclopedia of Life, and the Taxonomic Databases/Biodiversity Information Standards Working Group. Dr. Olson received her Ph.D. in Biology from the University of Miami, Florida, where she was awarded the Maytag Fellowship and a Tropical Biology Fellowship, and focused on the behavioral ecology of carnivores, specifically a species of mongoose in West Africa.

Workshop Agenda



5/12/2016

Day 1

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|-------|-------|---|
| 8:30 | 9:30 | Arrival and Registration |
| 9:30 | 10:00 | Introductions; Workshop Overview; Pre-test |
| 10:00 | 10:30 | Presentation & Discussion: Preparation for Proposal Writing (Understanding grant agencies; Matching funding to needs; analyzing the program announcement/call for proposals) |
| 10:30 | | Coffee available during group work |
| 10:30 | 11:15 | Group Exercise: Finding International Funding Opportunities |
| 11:15 | 11:30 | Group Reports and Discussion Presentation & Discussion: Preparation for Proposal Writing, cont'd. |
| 11:30 | 12:30 | (Writing to a potential collaborator; An inside look at the merit review process; collaborating on proposal development; establishing a proposal writing timeline) Presentation & Discussion: Writing an Effective Title |
| 12:30 | | Lunch |
| 13:30 | 14:30 | Group Exercise: Writing the Title |
| 14:30 | 15:00 | Group Reports and Discussion |
| 15:00 | 16:00 | Presentation & Discussion: Drafting and Organizing the Proposal Narrative (Architecture of a grant proposal; writing the abstract; adopting an effective writing style; the proposal editing cycle) |
| 16:00 | | Coffee available during group work |
| 16:00 | 17:00 | Group Exercise: Writing the Abstract |

6/12/2016

Day 2

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|-------|-------|--|
| 9:00 | 9:30 | Arrival and Registration |
| 9:30 | 10:00 | Group Reports and Discussion (one abstract per group) |
| 10:00 | 10:30 | Presentation & Discussion: Drafting and Organizing the Narrative, cont'd. (Defining and explaining the specific aims/rationale; hypothesis testing; reviewer critiques of specific aims) |
| 10:30 | | Coffee available during group work |
| 10:30 | 11:30 | Group Exercise: Writing the Specific Aims |
| 11:30 | 12:00 | Group Reports and Discussion |
| 12:00 | 12:30 | Presentation & Discussion: Drafting and Organizing the Narrative, cont'd (Formatting citations; using citation management software) |
| 12:30 | | Lunch |
| 13:30 | 14:30 | Presentation & Discussion: Drafting and Organizing the Narrative, cont'd (Writing the introduction; writing the background section; writing the methods section; using preliminary data; effective use of figures; outlining the research plan) |
| 14:30 | | Coffee available during group work |
| 14:30 | 15:30 | Group Exercise: Preparing a Visual Timeline for the Research Plan |
| 15:30 | 16:00 | Group Reports and Discussion |
| 16:00 | 16:30 | Presentation & Discussion: Drafting and Organizing the Narrative, cont'd. (Contingency planning; sustainability; proposal layout, formatting, and final editing for effective signposting) |
| 16:30 | 17:00 | Mock Panel Exercise: Organization and Instructions |

7/12/2016
Day 3

| | | |
|-------|-------|--|
| 9:00 | 9:30 | Arrival and Registration |
| 9:30 | 10:30 | Presentation & Discussion: Budgeting; budget narrative; and special requirements |
| 10:30 | | Coffee available during exercise work |
| 10:30 | 11:30 | Group Exercise: Writing a Plan for Collaborative Proposal Development |
| 11:30 | 12:30 | Presentation & Discussion: Submitting the proposal; avoiding common errors; managing rejection; post-award responsibilities |
| 12:30 | | Lunch |
| 13:30 | 15:30 | Mock Panel Exercise: Mock Panel Deliberations |
| 14:30 | | Coffee available during group work |
| 15:30 | 16:30 | Mock Panel Exercise: Mock Panel Results and Discussion |
| 16:30 | 17:00 | Post-test; Participant feedback evaluation; Certificates |

KFAS - AAAS Competitive Research Proposal Writing Workshop

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