# Writing Grant Proposals with an Education Focus
## *Session 2*

**April 17, 2023
12:00 pm - 1:30 pm
CRTLE Classroom Trinity Hall Room 105**

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Distinguished University Professor of Science Education
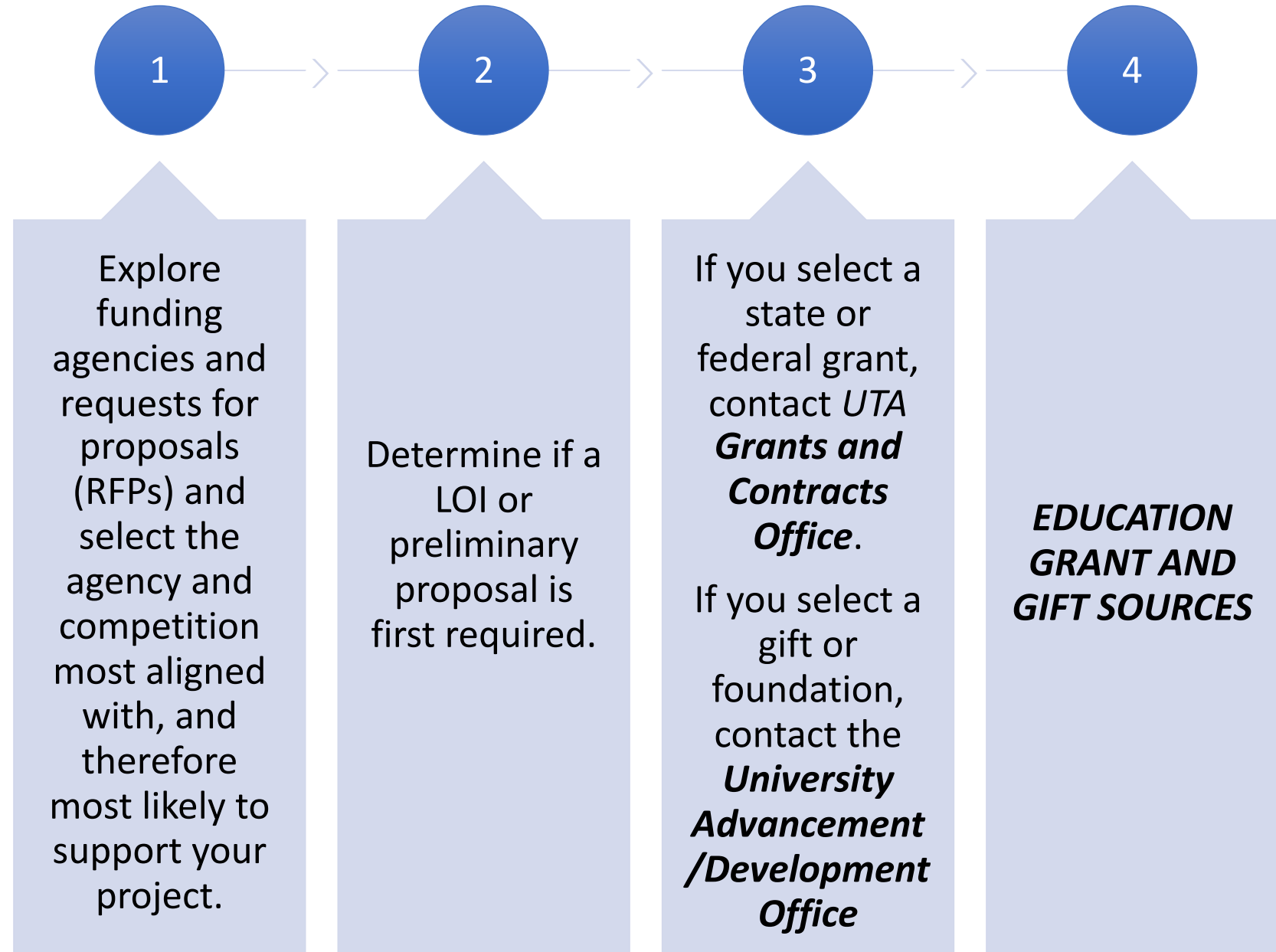
# Prior to Proposal Writing

- Decide on your topic of interest
- Questions to ask:
    - What do you want to do? Why?
    - Are you passionate about this work?
    - Does it fit with your research agenda/program?
    - Will your project be doable/manageable?
    - Is your project meaningful?
    - Is the project innovative/novel?
    - Will this project advance the field and/or fill a need or gap?

# Prior to Proposal Writing

- Select subjects, locations, and other details and ensure you will have permission to carry out the work

- In-person meetings with stakeholders recommended and may be required for some grant proposals

- Decide upon and invite collaborators; be very selective and careful who and how many you choose as collaborators (it will be difficult to un-invite someone)

- Select a program evaluator – typically someone external from UTA

- IRB?

# Proposal Writing: *Project Description*

**1** Explore funding agencies and requests for proposals (RFPs) and select the agency and competition most aligned with, and therefore most likely to support your project.

**2** Determine if a LOI or preliminary proposal is first required.

**3** If you select a state or federal grant, contact *UTA* **Grants and Contracts Office**.

If you select a gift or foundation, contact the **University Advancement /Development Office**

**4** *EDUCATION GRANT AND GIFT SOURCES*

# Education Grant and Gift Sources

**UTA Grants and Contracts - Find Funding Website:** https://resources.uta.edu/research/grants-and-contracts-services/find-funding/funding-opportunity-database.php

*Government Agency Grants*
Work with the Grants and Contracts Office Preaward specialists.
See: https://resources.uta.edu/research/grants-and-contracts-services/university-process/info-sheet.php

**Education All Disciplines**
**The Institute of Education Sciences (IES)** – The Institute of Education Sciences supports research that addresses important issues in education and develops solutions that improve school readiness and academic achievement for all students.

**Humanities Education**
**National Endowment for the Humanities** – NEH offers a variety of grant programs to individuals and organizations that do the highest quality work to promote the humanities.

**National Endowment for the Humanities – Awards for Faculty at Hispanic Serving Institutions** – The Awards for Faculty program strengthens the humanities at Hispanic-Serving Institutions by encouraging and expanding humanities research opportunities for individual faculty and staff members.

**Funding for Social Science Education**
**Social Science Research Council** – Engage emergent research questions and facilitate field-defining conversations. These initiatives not only help to foster new pathways to understanding, but also serve as vehicles to advance research infrastructure across the social sciences.

**Funding for STEM Education**
**National Institutes for Health (NIH) – R25 Education Projects** – Used in a wide variety of ways to promote an appreciation for and interest in biomedical research, provide additional training in specific areas, and/or to develop ways to disseminate scientific discovery into public health and community applications

**National Science Foundation (NSF) – Directorate for STEM Education (EDU)** – Works to develop a well-informed citizenry and a diverse and capable workforce of scientists, technicians, engineers, mathematicians and educators.

# Education Grant and Gift Sources

*Selected Foundation Grants*
Work with University Advancement Office specialists.
See: https://www.uta.edu/administration/development/corp-foundation-relations

**Education all Disciplines**

**The Spencer Foundation** – The Spencer Foundation invests in education research that cultivates learning and transforms lives.

**Ford Foundation** – Supports organizations that address the underlying drivers of inequality and align with their programmatic work around the world.

**Lumina Foundation** – Lumina Foundation works in partnership with education and business leaders, civil rights organizations, policymakers, and individuals who want to reimagine how and where learning occurs.

**The Teagle Foundation** – The Teagle Foundation works to support and strengthen liberal arts education, which we see as fundamental to meaningful work, effective citizenship, and a fulfilling life. Our aim is to serve as a catalyst for the improvement of teaching and learning in the arts and sciences while addressing issues of financial sustainability and accountability in higher education.

**MacArthur Foundation** – Supports creative people, effective institutions, and influential networks building a more just, verdant, and peaceful world.

**Alfred P. Sloan Foundation** – Interested in projects that have a high expected return to society, exhibit a high degree of methodological rigor, and for which funding from the private sector, government, or other foundations is not yet widely available.

**Meadows Foundation** - Provide grants throughout the state (of Texas) within program areas and initiatives in environment, public education, and mental health.

*Additional Education Search Engines and Grant Sources*
Grants.gov: http://www.grants.gov/search-grants.html?fundingCategories%3DED%7CEducation
Edutopia: http://www.edutopia.org/grants-and-resources
Get Ed Funding: http://www.getedfunding.com/c/index.web?s@Ipi0dPbUr5Fhc
Luce Foundation: http://www.hluce.org/highedu.aspx
AAUW: http://www.aauw.org/what-we-do/educational-funding-and-awards/

# Proposal Writing: *Project Description*

## 1. Goals and Objectives

Start with short intro about the project then clearly state your **objectives**, ideally 3; no more than 4

## 2. Significance of the Work

## A. Explain the Need for the Project

Make a case/argument with evidence why these are critically important objectives that warrant funding support

- V-shaped design
- Passion
- Data to back up claims
- Use language and address what is stated in the call for proposals/RFP
- Cite relevant and sound education literature

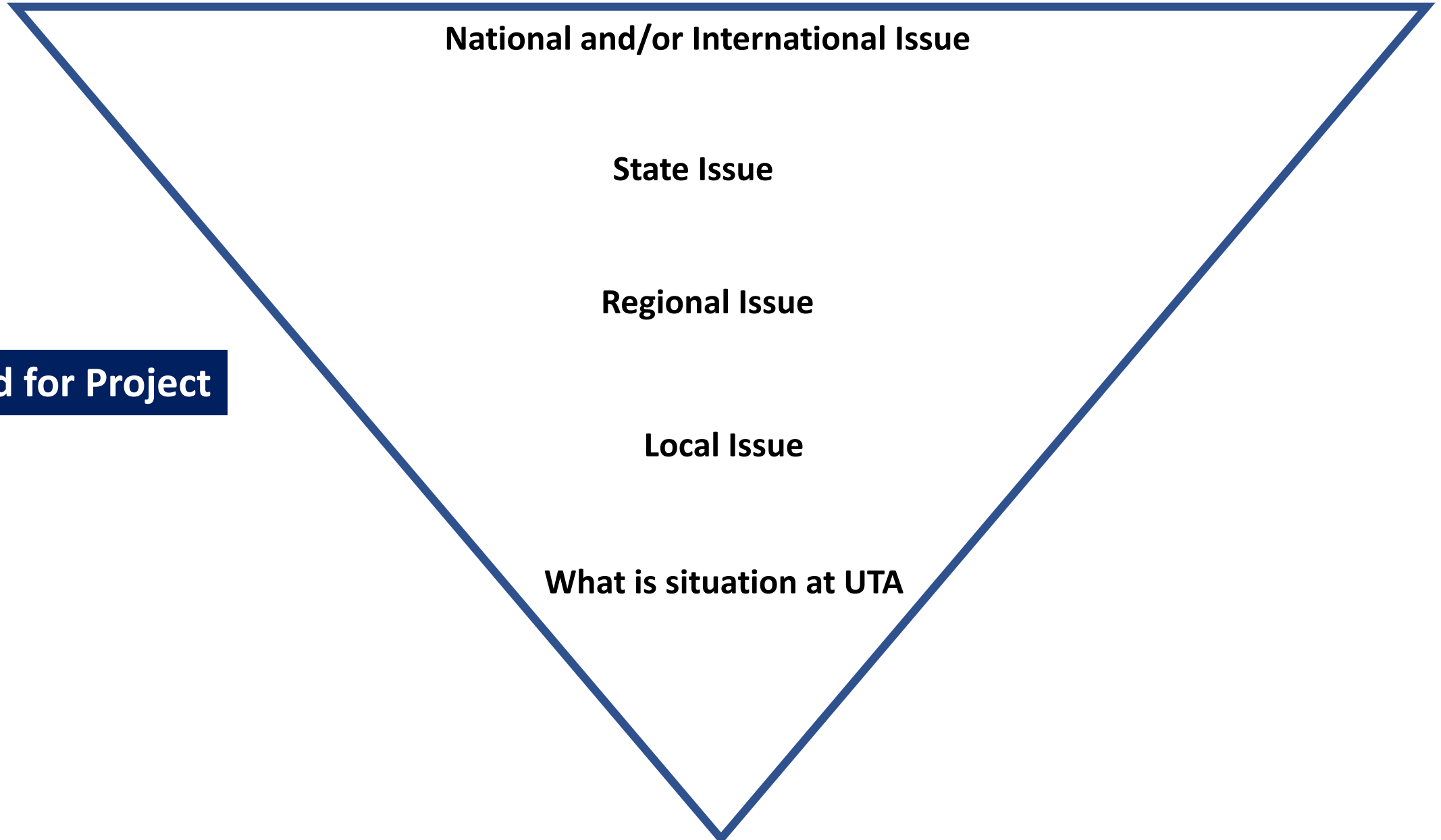National and/or International Issue

State Issue

Regional Issue

**Need for Project**

Local Issue

What is situation at UTA

How your proposed project is going to fix it

# Proposal Writing: *Project Description*

**B. Connect project to UTA goals, strategic plan and/or community plan**

**C. Include statements required or recommended by funding agency**

For example, NSF requires *Broader Impacts* and *Intellectual Merit*

**D. Describe how this project is situated in the field of education**

Cite relevant education literature

Describe how this work extends current work in education, new knowledge, contributions to the field, fills gaps on what is known

# Proposal Writing: *Project Description*

## 3. Plan of Work

- Re-list each objective

  - Under each objective, clearly explain the activities to be done to accomplish each

- Explain the logic or provide back-up (e.g., preliminary data) supporting the effectiveness of your plan

- Again, emphasize the innovation/novelty and *new knowledge* your project will bring to the field; most agencies (e.g., NSF) emphasize active learning.

- Make sure writing is easy to read and understandable; define technical terms and acronyms
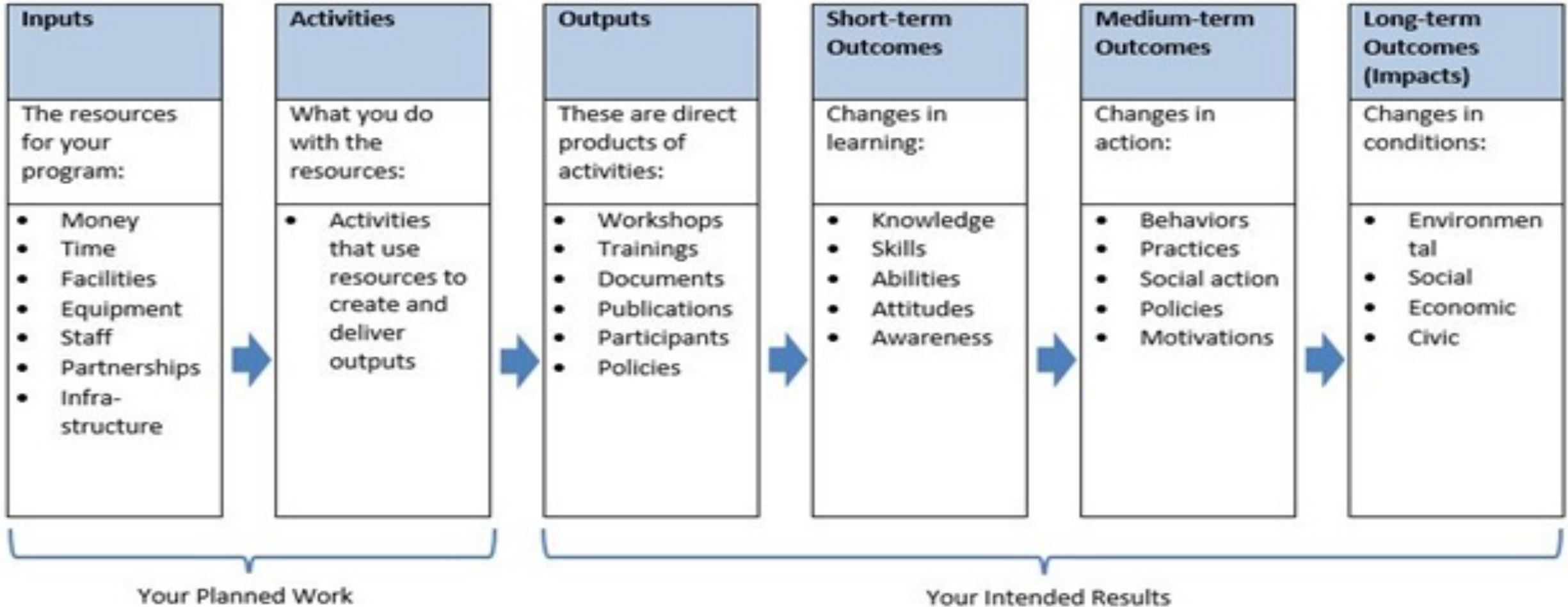
# Proposal Writing: *Project Description*

Include a table showing the objectives and timeline

*Logic Model*

| Table 2. Project Timeline for Investigative and Leadership Team Members | | |
|---|---|---|
| **Objective** | | |
| **Tasks** | **Responsible Party** | **Timeline** |
| **1. Recruit mathematics, science, and computer science teacher candidates from community colleges, baccalaureate programs, and career changers from local industry.** | | |
| **1a.** Utilize and revise project website and prepare and disseminate recruitment materials. | **1a.** PI/Co-PI Team | **1a.** Spring and Summer 2018 |
| **1b.** Review applications, interview, and select qualified candidates for scholarships/stipends. | **1b.** PI/Co-PI Team, Advisory Board, Senior Personnel | **1b.** Spring and Summer 2018 – 2023 |
| **1c.** Recruit and place freshmen and sophomore STEM students in summer internships on campus or in area museums/nature centers. | **1c.** PI/Co-PI Team, Area Museum/Nature Center Personnel | **1c.** Summers 2018 – 2022 |
| **1d.** Organize and deliver the orientation sessions for incoming candidates. | **1d.** PI/Co-PI Team, Project Coordinator, Noyce Scholar Leader | **1d.** Fall 2018 – 2022 |
| **2. Provide a quality teacher certification program for candidates with significant faculty mentoring, support, and professional development experiences streamed throughout the program** | | |
| **2a.** Develop the computer science/mathematics certification program within the UTeach model and CS degree plan and obtain necessary approvals. | **2a.** PI/Co-PI Team, Advisory Board, program faculty, COEd Certification Office | **2a. Pre-program:** Fall 2017 – Summer 2018 |
| **2b.** Revise the graduate level, post-bac teacher certification program to include the UTeach Arlington program courses | **2b.** PI/Co-PI Team, Senior Personnel, program faculty | **2b. Pre-program:** Fall 2017 – Summer 2018 |
| **2c.** Engage in ongoing review and improvement of existing courses in our UTeach Arlington teacher preparation curriculum. | **2c.** PI/Co-PI Team, Senior Personnel, program faculty | **2c.** Summer 2018 – 2023. |
| **2d.** Provide supervised field experiences for candidates as they conduct meaningful observations and teach in K-12 schools | **2d.** PI/Co-PI Team, Mentor Teachers, program faculty | **2d.** Fall 2018 – Fall 2023 |
| **2e.** Hold and/or arrange 4 per semester engaging professional development activities for candidates (Scholar Learning Seminars). | **2e.** Noyce Scholar Leader, PI/Co-PI Team | **2e.** Fall and Spring 2018 – 2023 |
| **3. Support and promote teacher induction and retention in the profession, implementing various levels of guidance from professional educators, school-based Mentor Teachers, and Near-Peer Mentors** | | |
| **3a.** Assign graduated Noyce candidates to their school-based Mentor Teachers to support induction. | **3a.** Project Coordinator, Noyce Scholar Leader, PI/Co-PI Team | **3a.** Summer 2018 – Spring 2023. |
| **3b.** Provide guidance to new Noyce teacher candidates through their first two years of teaching. | **3b.** Mentor Teachers | **3b.** Fall 2019 – Spring 2023 |
| **3c.** Conduct in-school visits to teacher candidates giving support for teaching, and meeting with candidates and Mentor Teachers | **3c.** Noyce Scholar Leader | **3c.** Fall 2019 – Spring 2023 |
| **3d.** Match 1-3 Noyce pre-service teacher candidates to a Noyce graduate in the Near-Peer Mentor Program. | **3d.** Lead Near-Peer Mentor | **3d.** Fall 2018 – Spring 2023. |
| **3e.** Develop meaningful activities for pre-service teachers; including electronic and in-person engagement in dialogue, lesson exchanges, and classroom observations with Near-Peer Mentors. | **3e.** Lead Near-Peer Mentor, Noyce Scholars, PI/Co-PI Team | **3e.** Fall 2018 –Spring 2023. |
| **3g.** Project evaluation. | **3g.** Project Evaluator | **3g.** Summer 2018 – Summer 2023 |

# Program Logic Model Description

| Inputs | Activities | Outputs | Short-term Outcomes | Medium-term Outcomes | Long-term Outcomes (Impacts) |
|---|---|---|---|---|---|
| The resources for your program: | What you do with the resources: | These are direct products of activities: | Changes in learning: | Changes in action: | Changes in conditions: |
| • Money<br>• Time<br>• Facilities<br>• Equipment<br>• Staff<br>• Partnerships<br>• Infra-structure | • Activities that use resources to create and deliver outputs | • Workshops<br>• Trainings<br>• Documents<br>• Publications<br>• Participants<br>• Policies | • Knowledge<br>• Skills<br>• Abilities<br>• Attitudes<br>• Awareness | • Behaviors<br>• Practices<br>• Social action<br>• Policies<br>• Motivations | • Environmental<br>• Social<br>• Economic<br>• Civic |

Your Planned Work

Your Intended Results

# Proposal Writing:
## *Project Description*

**Logic Model**

The logic model is the diagram or chart diagramming your project's planned work and intended results.

# Proposal Writing: *Project Description*

**4. Evaluation Plan**

- Re-write each objective, then under each objective:
  - Write the research and/or evaluation plan to exactly address each one
  - Include the research and/or evaluation plan in the timeline table/logic model

**5. Leadership Team**

- Describe the credentials of each member of the PI/Co-PI Team
  - Describe how each will contribute to the project.
  - Include the team members in the timeline table/logic model
  - Consider including/adding and Advisory Board to guide your project

**6. Project Impact**

- Discuss how grant research and evaluation results will be disseminated – publications, presentations
- Describe how the project will reach under-served groups
- Explain how the project will help the university, other universities and students, the field, society

# Other Sections of the Proposal

References

Letters of Collaboration or Letters of Support

Biographical Sketches of all PI/Co-PI Team members (format given by agency)

Current and Pending Support of all PI/Co-PI Team members

Budget

Budget Narrative or Justification

Facilities

Data Management Plan

Mentoring Plan

Collaborators and Other Affiliations of all PI/Co-PI Team members (NSF)

# Budget and Budget Narrative

Budget Items
- Personnel Salary
- Students
- Domestic Travel
- Participant Support
- Materials
- Subsistence
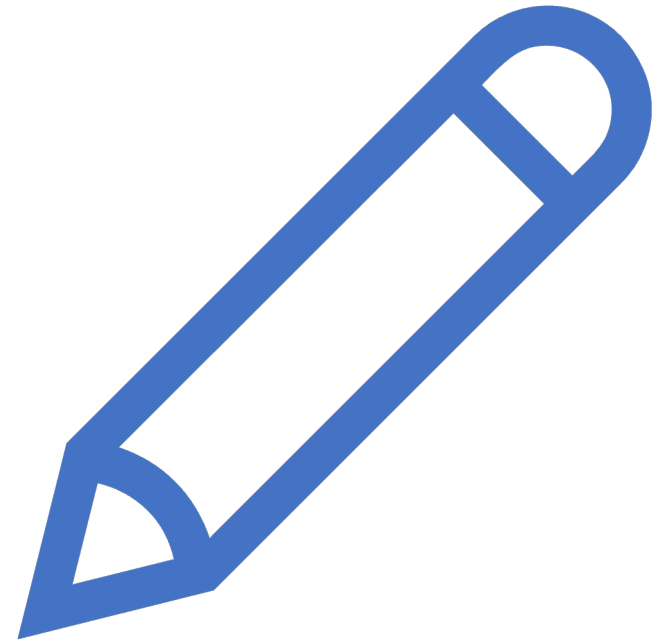- Consultants
- Indirect Costs

# Proposal Writing

- Check that you have followed all proposal (RFP) guidelines and addressed all areas the funding agency is seeking as priorities

- Proofread and ask others to read your proposal

- Spelling errors are not acceptable to reviewers

- Proposal will be rejected without review if over the page limit, or if margins or font size are not compliant with guidelines

# Working Session

- Questions and Discussion

- Discuss Your Proposal Ideas and Writing Plans

- Next Steps for Your Proposal Submission

# References and Resources

- UTA VPR Office: https://www.uta.edu/research/administration/grants-and-contract-services
- NSF Guide to Proposal Writing: https://www.nsf.gov/pubs/1998/nsf9891/nsf9891.htm#step2
- Grant Proposals by The Writing Center of University of North Carolina at Chapel Hill: https://writingcenter.unc.edu/tips-and-tools/grant-proposals-or-give-me-the-money/
- Grant Writing Resources, University of Washington: https://education.uw.edu/faculty-and-research/ors/grant-proposal-guide-grantwriting-resources-0