

Writing a Grant Proposal – Part 2

Here you can learn how to:

- **improve the chances that a grant proposal will be successful.**

This information sheet is the second one on writing grant proposals. It is structured around questions that need answering when writing a grant proposal.

The information sheet is divided into two sections:

- Information Sheet 14: Abstract, background, activities, goals and objectives, beneficiaries
- Information Sheet 14a (this sheet): Scheduling, budgeting, disseminating, monitoring, describing researchers and research organisation(s),

When will you do the research and how long will it take?

The answers to this question will provide the details for any **scheduling** or project-management spreadsheets.

Tip:

- Ensure you have realistic timing and deadlines. The reviewers often read many proposals and have a good feeling for how long activities will generally take.

How much will the research cost?

The answer here describes the project **budgeting**. The descriptions usually contain data for personnel and equipment. Be realistic in your request for funding. Because reviewers can compare your work with other proposals, they can usually tell if the budgeting is realistic.

Tip:

- It is important to mention the monetary contribution you/your organisation will be making in supporting the research, e.g., covering general admin costs.

How will you disseminate results and monitor the project?

Because most research funding is paid for by either tax-payers' money or donations, funding agencies need to justify how they spend their funds. Showing that more than just a website will be used to **disseminate** results is important.



For the **monitoring**, the project milestones and how you will assess the project progression must be explicitly defined with measurable steps. Some funding agencies require external monitoring from a reputable organisation.

Tip:

- When describing your dissemination plans, clearly show the sustainability of any targets.

Who are you?

Most calls for proposals request information on both the researcher(s) and the organisation(s) performing the work. Describe how researchers/organisations excel in their work and are committed to the project.

Tip:

- Don't simply describe the organisation(s), also indicate how you, or any other researchers, and the organisation(s) are networked with others in the research field. Letters of recommendation from other institutions/researchers, e.g., in the Appendix, can be helpful.

Useful Resources

Boxman, R. & Boxman, E. 2017. *Communicating Science: A Practical Guide for Engineers and Physical Scientists*. (Chapter 5). Singapore, World Scientific.

Crawley, G.M. & O'Sullivan, E. 2015. *The Grant Writer's Handbook: How to Write a Research Proposal and Succeed*. London, Imperial College.

GSGS also has various files on writing grant proposals.

Final Comments

- Here are some factors that play a major role in determining funding
 - The excellence of your work
 - The importance of your work
 - The ability of you and/or your organisation to perform the work
 - The match between your work and the aims of the funding agency
 - The stakeholder network that surrounds you/your organisation

Get this information across in your proposal.



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