



Grant Writing

Tips for Success

Office of Research and Sponsored Programs

University of Wisconsin-Eau Claire
Human Sciences and Services
Eau Claire, WI 54702

Phone: 715-836-3405

Fax: 715-836-3963

Email: orsp@uwec.edu

www.uwec.edu/orsp

#1 Tip for Success:

Contact ORSP early in the process. We can help you with all phases, from finding funding to submitting the proposal.

University Policy

ORSP is the only office authorized to submit grant proposals on behalf of the university. Submit proposals to ORSP a minimum of 5 business days before the due date for administrative review and signatures.

Contact the program officer or contact person indicated. Explain your project and seek guidance regarding whether it's a good match with the funder. This puts your name in front of the funder and helps clarify your project. Also, if you are considering several funding opportunities, a quick visit with the program officer can help you pick the best option for your project.

Follow the guidelines. If the guidelines list specific categories, use them in your proposal. If there are page limits, follow them. The guidelines can provide a blueprint to help you get an initial outline of your project.

Create a timeline toward submittal. Use the deadline and count backward. Keep in mind that you must submit your proposal to ORSP 5 business day days prior to the due date for administrative review and signatures. Contact ORSP early in the process for help.

Have a clear work plan. Make sure you define who will do what, when, where, and how. Consider your project scope—is it reasonable to accomplish your planned activities in the time available?

Make a clear and compelling case that your project can be successful. Funders want to select projects that have the best chance of succeeding.

Justify your budget requests and double check figures. Help funders understand how you reached the amounts you're requesting. A well-justified budget will also help you when funded. Consider that funds may not be received until many months after you submit a proposal; a detailed budget will help you remember how you reached amounts and ensure the budget is drawn correctly.

Communicate with all stakeholders at the University. This includes ORSP, your college dean, department chair, and any co-investigators.

Share early proposal drafts with colleagues. They can give you excellent feedback on the content/science of your proposal.