# 7 STEPS TO MASTERING GRANT WRITING

## FROM PLANNING TO SUBMISSION AND BEYOND

### 1 GETTING STARTED

- Familiarize yourself with the unique language of grantsmanship
- Identify your reasons for writing a grant and ensure those reasons align with your career trajectory
- Identify funding sources
- Develop a competitive grant idea
- Understand the value of mentorship

### 2 WRITE A COMPETITIVE APPLICATION

- Closely follow the instructions provided by funders, including their preferred language for subheadings and organization of the narrative
- Understand the purpose of each section of the grant and the material that should be included in each
- Present your ideas in a concise, clear, and compelling manner, and without typos or grammatical errors

### 3 DEVELOP A BUDGET

- Read the funding opportunity to identify budget requirements
- Start to think about the budget implications of your initial project idea
- Establish a timeline of grant activities to determine how your expenses will be allocated over the time span of the project
- Meet with a grants administrator to outline the basic budget assumptions based on your initial project plan
- Finalize the project plan, activities, and timeline and develop your budget so that all budget forms can be completed as you continue to write the grant

## 4 EVALUATE PROJECT MODELS

- Understand the defining characteristics between Individual, Consultative, Cooperative, and Collaborative structural models
- Determine which project structure best matches the needs and goals of your proposal

## 5 SUBMIT THE PROPOSAL

- Understand institutional review board (IRB) considerations
- Determine which level of review your research proposal will require from the IRB
- Determine a timeline for preparing a grant for electronic submission

## 6 LIFE AFTER GRANT SUBMISSION

- Familiarize yourself with the grant review process, the criteria used by reviewers to evaluate applications, the potential outcomes of a review, and categories of acceptance and rejection
- Consider and plan for a resubmission in the event of a rejection

## 7 MANAGING A GRANT AWARD

- Identify grant reporting requirements
- Understand budgeting and effort reporting requirements
- Take advantage of your institution's infrastructure and knowledgeable staff, who are there to support you in providing appropriate oversight of an award.

Adapted from *Successful Grant Writing: Strategies Health and Human Service Professionals, Fifth Edition*

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