

Tips for Proposal Writers

Tips for Success

- 1) Know your funder before deciding to write; when appropriate communicate with grant program officers and establish a relationship
- 2) Study, study, study the program announcement
- 3) Make your proposal easy to read
- 4) Start much earlier than you think you have to
- 5) Make sure you know what's already been done
- 6) Write in an accessible way that can be understood by a diverse group
- 7) Don't take rejection personally
- 8) Get in the habit of resubmitting

Common Mistakes

- 1) Poor writing that is too vague and unfocused or is written like an academic paper
- 2) Incomplete response to the program announcement
- 3) Project is too ambitious and global in scope
- 4) Plan for implementation of research or project is too vague
- 5) Does not address any lack in skill sets required to complete project