



Hall Center for the Humanities Research & Grant Development Office (RGDO)

The research and grant development office offers a time-dependent range of services aimed at helping scholars achieve their research goals.

EFFECTIVE TIME MANAGEMENT is the best strategy for success

The earlier you start, the better your chances! We prioritize on a first come-first served basis, providing full services to applicants who begin working with us well before deadlines. Even if you provide drafts 15 working days before the agency's deadline, we will do our best to review your documents and help you finalize your application.

Fellowship Proposal Timeline: 6+ Weeks

If you start working with us at least six weeks before the agency's deadline we can assist with:

- Establishing a proposal development plan to help stay on track and meet deadlines
- Planning your approach and timeline for completing required elements
- Registering online applications and preparing agency forms
- Reviewing and editing draft and final documents
- Collecting and integrating KU institutional information as may be required
- Developing a budget and justification (if needed)
- Assembling and submitting completed application packets

RGDO Services to KU Graduate Students

Proposal Development

- Advice on time management related to grant and fellowship proposal development
- Information on developing the individual components of grant and fellowship applications
- One-on-one assistance developing and submitting institutional proposals that must be submitted through the KU Center for Research, Inc.

Education

- Advice on how to find information about grants and fellowships
- Introduction to grant and fellowship proposal development workshops for humanities graduate students
- Presentations on grant and fellowship proposal organizations upon request

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Research & Grant Development Office | <https://hallcenter.ku.edu/research-grant-development-office>
Hall Center for the Humanities | <https://hallcenter.ku.edu/>

We support research development, stimulate external grant and fellowship activities, and help to enhance the quality of applications by KU humanities scholars.

Tips for Writing Graduate Student Grant Proposals

- Make sure your proposal is original, well-written and can be understood by an educated layperson. Ask a friend from outside of your department to read your proposal and explain its significance.
- Choose a project of limited scope. For example, ask for a grant to fund the data collection phase of your dissertation; don't ask for \$1,000 toward the total expenses of your entire thesis or dissertation work. If your project has a large budget, identify a specific element that can be funded within the limits of this program and that will allow you to move forward with your work.
- In the first paragraph, state your project's basic idea or problem, its relationship to your research (thesis, dissertation, and creative work), the amount of funding you are requesting, and what the funds will be used for.
- Describe the relevance of your project to research in your field or your own creative development. What is unique about your research or creative project; how will it contribute to your field?
- Describe the methodology you will use to conduct your study.
- Comment on your own individual skills and experience (such as foreign language skills, if relevant) and how they will contribute to your project.
- If your project involves access to special collections or interviews with specific people, state that you have received permission to use the collections or to conduct the interviews.
- If you request funds for conference travel, state how the conference travel will contribute to your research or creative work. Grants are not awarded to present findings of research that has already been completed. Grants are generally not awarded to students who are not presenting their work at the conference or completing a specific element of their research by attending the conference.
- Use the full two pages to describe your project. Use section heads to organize your proposal rather than writing two pages of straight narrative.
- Your advisor's letter of support is very important. Be sure to give him/her enough time and information to write a strong letter. Please make sure your recommenders are aware of your request so they may prepare properly. **Support letters must be submitted by the deadline.**

Budget

- Reviewers scrutinize the budget page; itemize your expenses and quote specific prices.
- If you request funds to cover only a portion of your budget, please explain other sources of funding. (Make it clear that your project will be able to be completed.)
- You may add narrative to your budget page to explain or justify items in your request.
- *Please note:* equipment purchased with a Graduate Student Grant becomes the property of the university.

Format

Be sure to read and follow submission procedures. The Graduate School cannot accept proposals that are submitted in an incorrect format. In addition, the Graduate School cannot accept proposals from students who do not meet all eligibility requirements at the time of the deadline.

Do not include additional materials beyond items described by the application format guidelines. All figures and tables included in the proposal must remain within the page limit for the project description.

Communicating With Clarity

No Jargon

Write to the
educated
multidisciplinary
audience

Be Specific

Tell what steps you
will take, resources
you will use



Keep it Simple

Avoid complicated,
overly long sentence
structure

Balance Details

Avoid overkill or
stating the obvious
while still giving all
the info

Language Traps



FLOWERY WORDS

Flowery:
Necessitate

Better:
Require



EMPTY QUALIFIERS

Empty:
Very big

Better:
Immense



DUMMY SUBJECTS

Dummy:
There will be
a survey of a
lot of people

Better:
50 people will
be surveyed



SMOTHERED VERBS

Smothered:
We
performed an
analysis

Better:
We analyzed



UNNECESSARY WORDINESS

Wordy:
Due to the
fact that...

Better:
Because

Curb Appeal: Engaging the Reader

Title & Abstract

Intro paragraph

Hooks & Story Telling

Organization

Topic Sentences- subliminal narrative

Sign posts, chaining ideas



Statement of Purpose or Need

Fairytale Method:

- Once upon a time...
- The story unfolds...
- Happily ever after...



Statement of Purpose or Need

Despite widespread recognition that women are integral to considerations of the nation's past, they still remain relatively absent from the historical narrative, in Social Studies textbooks...

Teachers who wish to incorporate women into their lessons struggle to do so in a meaningful way, expressing a need for strategies to integrate women and for primary resources related to women's history ...

In *American Women at War*, we will use ...as case studies to provide teachers with the framework and materials to integrate women's perspectives and experiences into their instruction.

**Excerpt from NEH Sample Proposal by New York Historical Society*





Finishing Touches

CV

Budget

Letters of Recommendation

Letter of Support

2) BIBLIOGRAPHY:

The bibliography should provide an overview of essential references for your project, and should balance the various sorts of key materials being used.

The bibliography must not exceed 2 pages, and should be double-spaced between entries.

3) PUBLICATIONS LIST:

This should be a list of your representative publications and should include titles, dates of publication, names of publishers or journals, and numbers of pages.

Your publications list must not exceed 2 pages, and may be in whatever format you normally keep it.

Documents must adhere to the page limits and formatting requirements to be reviewed.

4) DOCUMENT SPECIFICATIONS:

All three items must be uploaded as one continuous document.

- Margins must be at least one inch on all sides.
- Use Times New Roman 11-point font for all uploaded documents.
- There is a 3 MB limit on the size of your upload. This means that the total size of the upload, including any graphics or supplementary materials, cannot exceed 3 MB.
- Your application will be converted to Portable Document Format (.pdf). Keep formatting simple to avoid problems in the converted document.
- If your proposal includes foreign characters, please view it after uploading to be sure these characters convert properly. If not, you may have to convert your document to .pdf and upload again to resolve formatting problems.
- Use the header/footer function to number pages. (Do not type the numbers directly into each page of your document text.) You may number pages consecutively throughout the entire document, or you may number the different sections separately. (Page numbers are most helpful on the proposal, so you may omit them on the other items if you wish.)
- If you have difficulty with your upload, consult the [FAQ/technical support](#) before contacting OFA HELP.

Funding agencies may have their own specifications.

Craft CV/resume for each opportunity, matching formatting.

Have others review your CV.
Assume there ARE mistakes you don't see.

Budgets

This is the story of your project, in numbers.

Budget story must = narrative story.

How much money do you need, and for what?

What will you spend the money on?

When will you spend the money?

Use template provided by funding agency.

Get mentoring when starting out; experience is the best way to anticipate what you'll need and how much it will cost.



Category	\$	Details
Personnel (Stipend + Fringe)	1,800	\$900/ <u>wk</u> x 2 <u>wks</u>
Air Travel	300	MCI-LAX roundtrip airfare + bags June 4-18, 2018
Ground Transportation	122	Lawrence to MCI <u>SuperShuttle</u> Roundtrip
Subsistence (lodging, meals)	1,200	15 days x \$80/day
Materials and Supplies	600	Voice Recorder & DSLR Camera
Other	500	Photo Reproduction
TOTAL	4,522	

TOTAL

4,522

Make it as easy as possible for your letter writer. Some things you can do:

- *Give them a lot of time.*
- *Highlight important required points.*
- *Share your application materials / work.*
- *Ask the writer to speak to specifics topics that pertain to the application.*

Only ask for letters from people you know will be 100% enthusiastic.

Letters of Recommendation

Think carefully about your referees. The recommendations submitted on your behalf are extremely important. Good letters provide the reviewers with an evaluation of your overall work as a scholar and a detailed analysis of your specific project. Select your references with care:

- Your advisor should provide one of your letters of reference.
- Make sure that you ask for letters from other scholars who know and can discuss the quality of your work, the significance of your project to the field, and your ability to complete the project successfully.
- Do not select famous scholars who are unfamiliar with you and your work. They can give only lukewarm references at best.

Provide your letter writers with the following:

- Your current CV or résumé.
- A copy of the current draft of the application(s).
- A complete description of the award(s) for which you are applying. (Highlight the criteria for awards, and other information that will help them to address your qualifications for the award, as well as the mailing address and deadline.)
- Any forms they are required to fill out or to which they are to attach their letter of recommendation.
- Proper mailing address to which they must submit the references (include telephone number in case they are inclined to express mail the reference).
- Date by which the reference must arrive.
- Give your letter writers plenty of time to generate favorable letters; they should have all materials a minimum of three weeks in advance of the deadline — even if you must send a draft-in-progress. In that case, mark the project description as a draft and ask if you can email the completed draft. It wouldn't hurt to ask for any input as to improvements in the project description if you know the reviewer well enough to make this request.
- Follow-up tactfully a few days to a week in advance of the deadline to make sure they have sent the references.

The form on the following page may help ensure that you provide your recommenders with the information necessary for them to write a sterling reference. Regardless of the format you use, they will be much more inclined to provide you with a highly favorable recommendation if you provide all of the information they need to do so quickly and easily in a timely manner.

INFORMATION HELPFUL TO RECOMMENDERS

Recommendation due date: _____ **Current date:** _____

Your name and title: _____

Your department: _____

Your institution: _____

Your Email: _____ Phone: _____

Your preferred mailing address:

The purpose for which you need the recommendation (i.e., [agency name] fellowship application):

The committee name or name and title of the individual to whom the letter of reference or recommendation form must be addressed:

Address to which the recommendation is to be sent (include agency name and phone number):

Note special activities or accomplishments; relate them to the agency's criteria for selection:

Outline any special circumstances relevant to your application:

Summarize your short-term plans and immediate objectives for this project:

Summarize your long-term plans and goals for this project:

Include Copies of:

- Your current résumé or CV
- The most current draft of your project description
- Relevant application instructions, including the criteria by which your application will be judged, and any other materials that may be helpful in writing the recommendation
- Any agency forms on which the recommendation is to be made or to which the letter of reference is to be attached