Grant Proposal Preparation Tip Sheet
(Updated January 2019)

1. Follow the Agency Grant Program Description and Application Instructions carefully.

2. Write for an educated non-specialist audience. Someone outside your discipline will most likely evaluate the merits of your research proposal.

3. The proposal should be written as a research project description rather than as an article on the topic or a book proposal. A research project proposal states clearly a main research objective and then describes the series of activities that will be undertaken to accomplish the main goal and which require funding (e.g. field and/or archival research, document analyses, experiments and tests, surveys, polls, focus groups and other information gathering activities, meetings and conference travel).

4. Think of the proposal as an argument for why your research project should be funded.

5. The one page Summary should include the following:
   I. Clear and succinct statements about:
      i. **What exactly you are aiming to accomplish** with this funding.
      ii. **Why it is important and valuable** to achieve these research objectives.
      iii. **How you will achieve your research objectives**, including methodologies, activities and benchmark tasks, and the timelines for completion of the various activities.
   II. An explanation of **who is involved** with you in the research activities: Co-applicants? Collaborators? Research subjects? Partner researchers or organizations? Students?
   III. A clear statement of **anticipated outcomes**: including both short and long term outcomes; be as concrete as possible, e.g. conference presentations; published results including names of targeted journals; websites; public forums and publications, policy documents, and other specific knowledge mobilization activities, etc.
   IV. A description of the anticipated **impact of your research**: What will be the significance of your stated outcomes? For which communities of researchers will they be most important and why? What is the most important contribution that you are aiming to make with this research? What are some of the other benefits of your research?

6. The Detailed Description provides an elaboration of the 6 points of information provided in the Summary, i.e. **what** exactly you aim to accomplish; **why** it is important and valuable; **how** you will achieve your objectives; **who** is involved; the **outcomes**; and the anticipated **impact or significance** of these outcomes.

7. When writing the proposal: use the principle of One:
   **One main research goal per proposal**; the main goal can then be divided into smaller or related sub-goals.
   **One concept per paragraph**;
   **One point per sentence**: avoid creating long sentences with clauses that introduce nuanced complexities and caveats in relation to the main point of the sentence. Use shorter, less complex sentences than what is typical for academic writing.

8. Obtain reviews and feedback on the near to final drafts from your editors, peers, friends and enemies. Revise and edit as needed.

9. Obtain a final copy-edit on the last version.

10. Proof read the final copy carefully!

11. Be aware of the deadline and submit in advance of the final deadline! Especially with respect to the on-line application systems to which you must submit.