

GETTING FUNDED PART 11: PROPOSAL PREPARATION AND DEVELOPING A BUDGET

Friday, April 6, 2007 • 12:00 p.m.-3:00 p.m.

University Banquet Room

Lunch will be provided

This workshop is for faculty and staff who are planning to write externally funded grants and contracts.

THE FOLLOWING TOPICS WILL BE COVERED:

- *Proposal preparation*

Prior to the workshop, develop a short description (1-2 pages) of your project. At the workshop you will begin to develop a narrative to explain and plan your project responding to typical prompts in a grant application.*

- *Developing a budget*

Using your project description, a budget will be developed at the meeting that would support your work.

**Focus on defining your work and explain why the project is needed and what gaps in knowledge and/or service will be addressed. If you have identified a funding agency bring along the Request for Proposal guidelines.*

*Please R.S.V.P. to Joanie at HSU Sponsored Programs Foundation
(hsuf@humboldt.edu) by April 1, 2007*