

Grant Writing Workshop

Grant writing
for
CME/Workshop/Conferences

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Sri Balaji Educational & Charitable Public Trust

Why funding agencies support educational activities:

- ✓ To bring together academicians and experts (national and international) to exchange knowledge and ideas.
- ✓ In-depth analysis of subjects and update the knowledge of the participants from academic as well as research institutions.

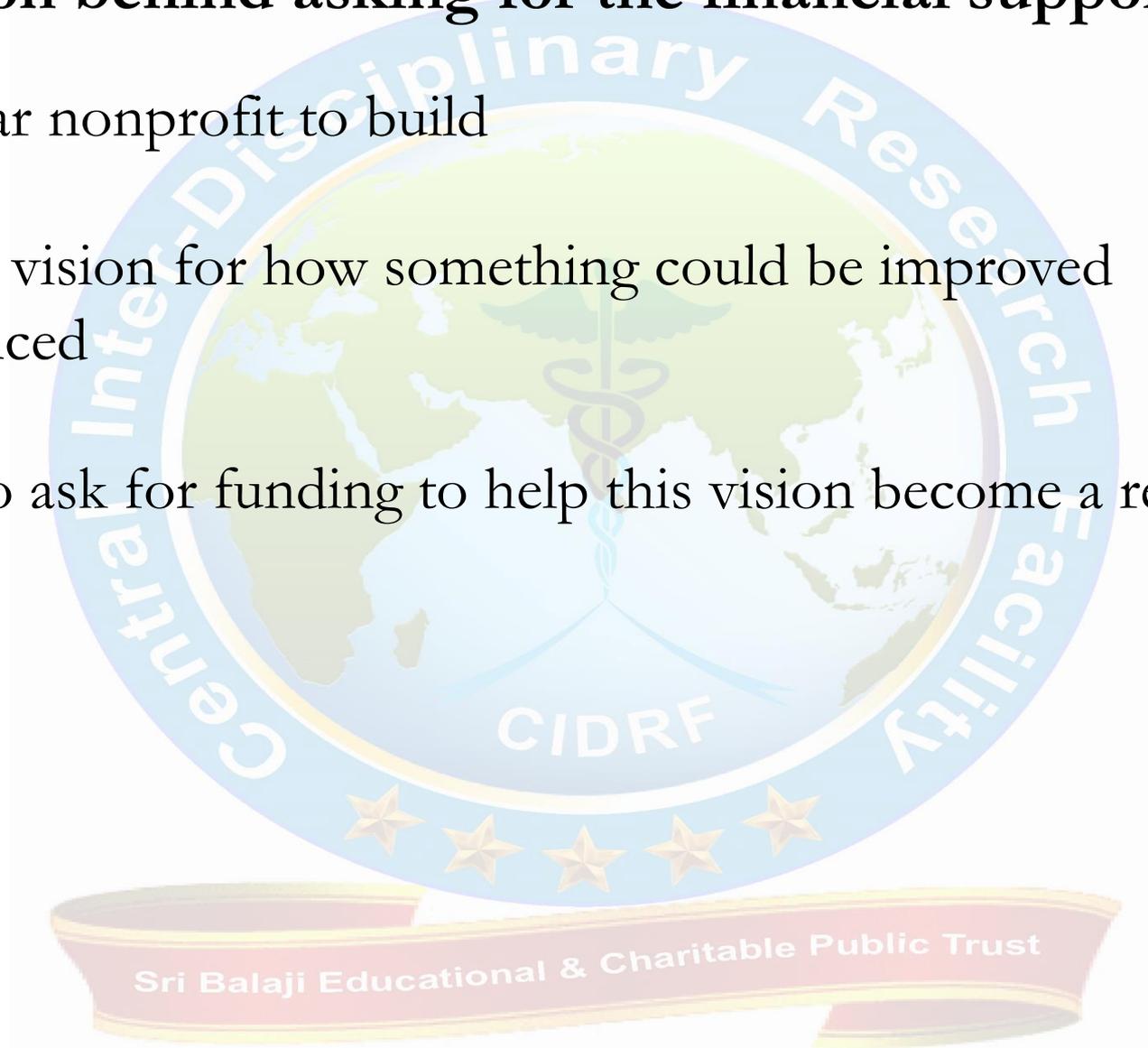
Why ask for funding?

- Because it is there!
- Builds credibility among participants
- Financial freedom to organize the event



Motivation behind asking for the financial support:

- Particular nonprofit to build
- Distinct vision for how something could be improved or advanced
- Ready to ask for funding to help this vision become a reality.



Types of programs supported by funding agencies

- ✓ **Conference:** A formal meeting where participants hold discussion and exchange their views on a number of topics. May have sub-topics. It spans a number of days.
- ✓ **Symposium:** Mini-conference, it covers a single topic or subject and all the lectures given by experts are completed in a single day.
- ✓ **Seminar:** Brings together small groups for **recurring** meetings, focusing each time on some particular subject, in which everyone present is requested to actively participate.



- ✓ **CME:** Educational activities to maintain, develop, or increase the knowledge, skills used by physicians to provide services for patients/public/profession.
- ✓ **Workshop:** small scale, for a relatively small group, specific topic, involve more hands-on learning, discussion, interaction, presentation and debate on a given topic.

IDENTIFY YOUR EVENT!

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Before you start writing your grant application:

- Develop a **specific, meaningful, actionable** plan for what you want to do and why you want to do it;
- Consider how your plan will achieve **positive** results;
- **Locate** a granting organization or source that funds projects like the one you have in mind;
- Research that organization to make sure that its **mission aligns** with your plan;
- Review the organization's **proposal guidelines**; and
- Examine **sample proposals** from your department, peers, and/or the organization.



Grant application for holding educational activity:

Online: Department of Biotechnology, SERB

- Register online
- May/may not ask for hard copy of the proposal

Offline: MCI, ICMR, INSA

- No online registration

Common elements:

- Statement of objectives and summary of the event
- Proposed significance of the proposed activity
- Budget
- Undertaking

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Statement of Objectives and summary of the proposed activity:

- First opportunity to make the case for the need for the proposed activity. Briefly summarize:
 1. The contents of proposal
 2. The main points of your rationale,
 3. Their significance, and
 4. Any unique aspects of your proposal.

It can and **should be** short, as full details will be found in the body of the proposal



How is the proposed activity expected to contribute to the existing knowledge in the field?

- To what extent are the outcomes expected to be generalizable?
- List learner's objectives: what you expect the learner to be able to do as a result of participating in your program.

For example:

- ✓ Assess patient readiness to stop smoking using the XXX approach;
- ✓ Refer patients who smoke to appropriate counseling services.



Budget:

- Prepare a realistic budget.
- Indicate the money your event shall generate (Registrations etc.)
- List the specific expenditures for which you are seeking funding.
- Seek partial funding but apply to multiple agencies as they fund different expenditures.
- Justify why you are asking for particular amount

Funding provided for:

- Travel support for invited speakers (Senior and young)
- Printing announcement brochure, souvenir, certificates etc.
- Publication of proceedings
- Registration kits
- Awards



Detailed program with list of speakers:

- Confirming speakers before preparing grant application
- Builds credibility among participants
- Tentative scientific program

International events:

Clearance certificate from Ministry of External Affairs well in time.



Do's and Don'ts when submitting the grant application:

Do's:

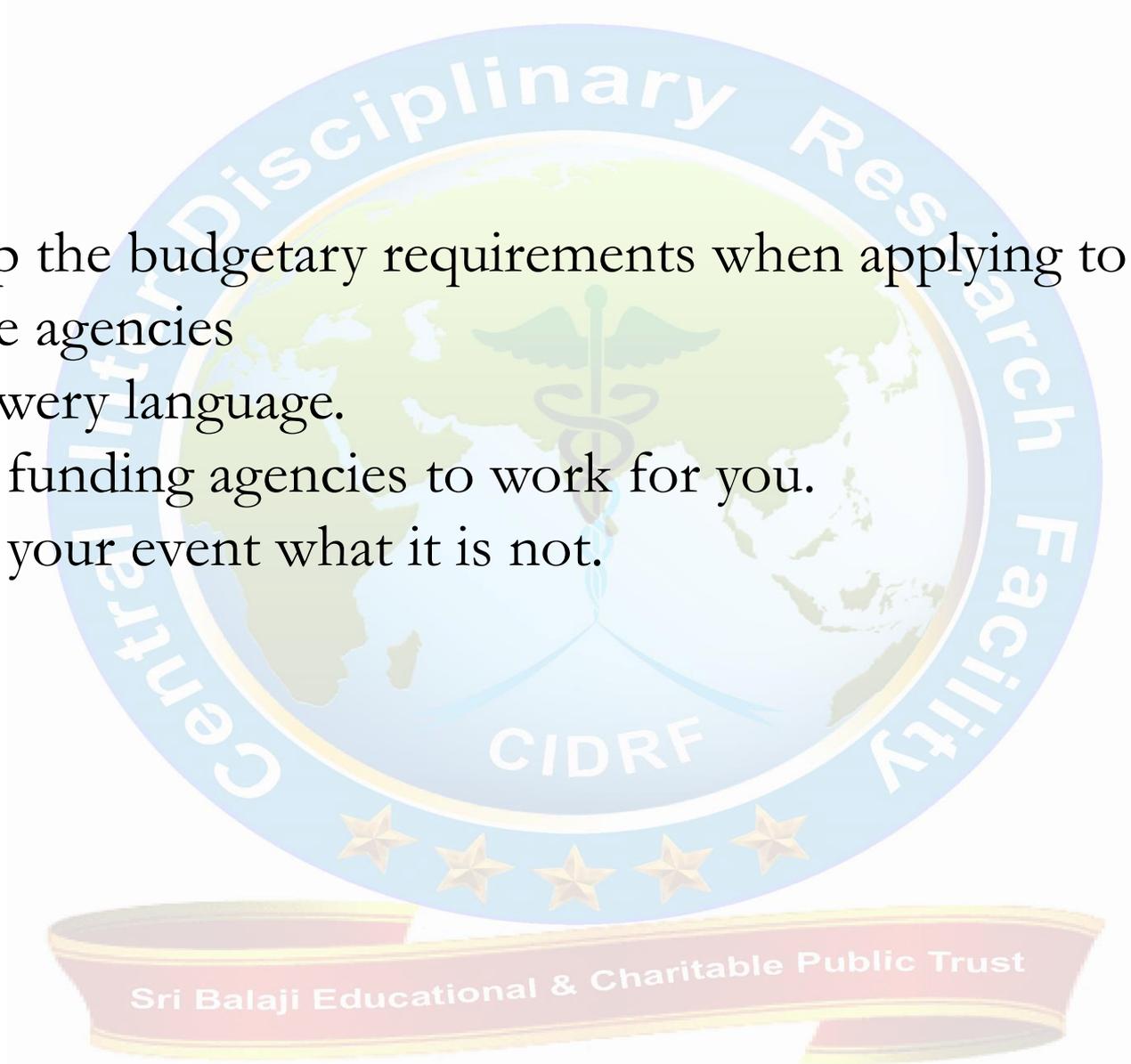
1. Go through the application form and prepare the checklist.
2. Procure and attach all necessary documents
3. Make sure that most of the speakers have been finalized.
4. Make your application concise and to-the-point.
5. Ask your peers to go through the application and be open to suggestions
6. Submit the application at least 2-3 months in advance.
7. It helps to apply early in financial year.

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Don'ts:

1. Overlap the budgetary requirements when applying to multiple agencies
2. Use flowery language.
3. Expect funding agencies to work for you.
4. Project your event what it is not.



A grant proposal is a **very clear, direct** document written to a particular funding agency with the purpose of persuading the reviewers to provide you with support because:

- (1) You have an **important** and **fully considered plan** to advance a **valuable cause**, and
- (2) You are **responsible** and capable of realizing that plan.

In a nutshell, a proposal should answer the questions:
Who - What - Where - When - Why and **How**.

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Thank you!

