



GRANT WRITING WORKSHOP



suggestions for a successful grant writing

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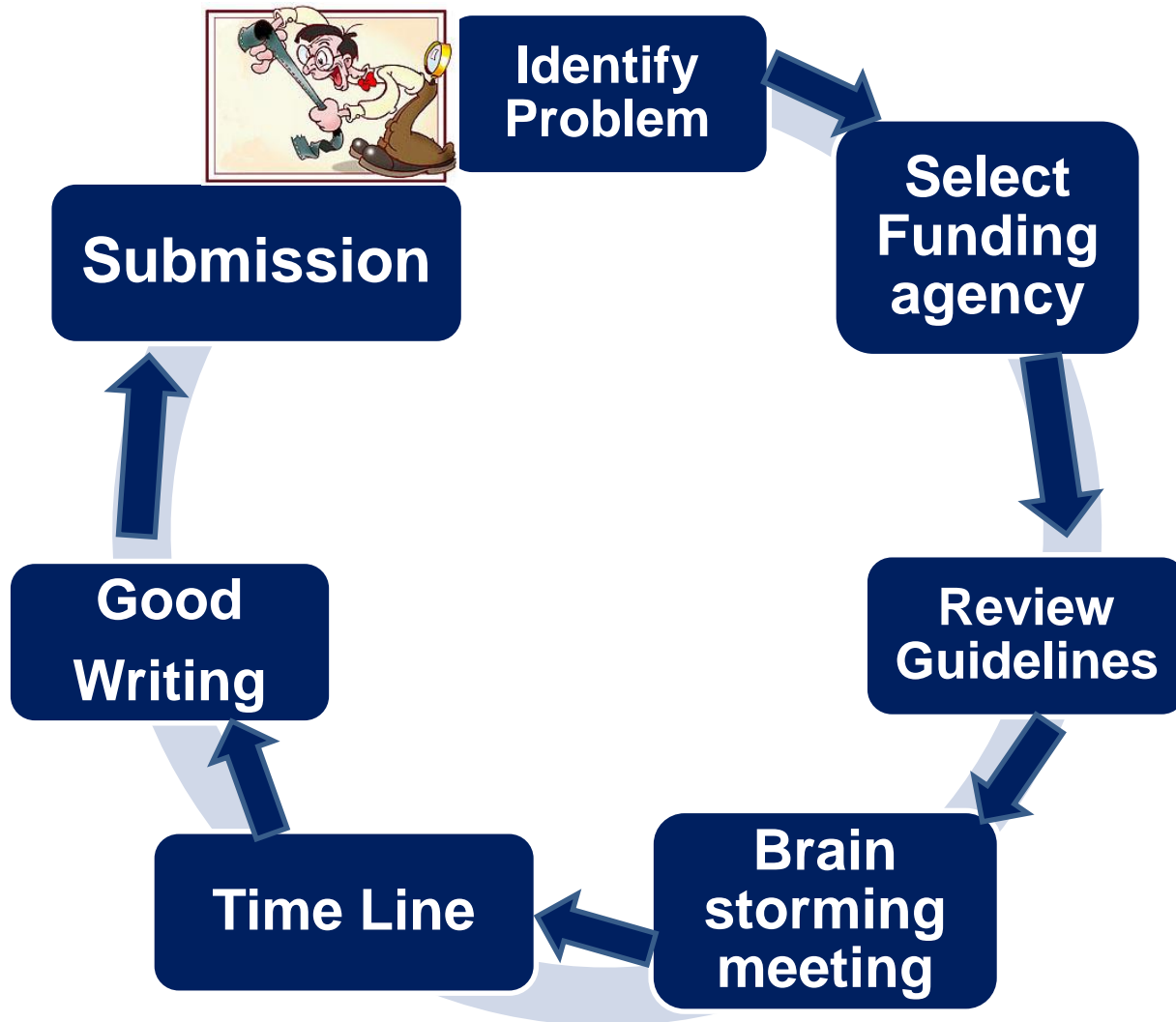
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Steps in Writing a Research Grant



Read Application guidelines

- **Eligibility**
- **Application format , submission guidelines and deadlines**
- **Funding Range or maximum grant award**
- **Funding Focus (Geographical, Community need, etc.)**
- **Allowable & Non-allowable expenses
(personnel, materials, etc.)**
- **Other criteria**

ICMR Extramural Research Programme

	Short Duration, Low cost	Ad-hoc	Task Force	CAR
Type of projects	Investigators oriented	Investigators oriented	National priority areas	priority areas, Scientist of eminence
No. of centres	One	One or more	multicentric	One
Duration	1 year or less	Normally 3 years	3-5 years	5 years
Financial ceiling	Upto 10 lakhs	Upto 1.5 crores	Upto 5 crores per center	Upto 10 crores
Review Mechanism	<ul style="list-style-type: none"> ☐ In house review ☐ Within 4 weeks 	<ul style="list-style-type: none"> ☐ External Peer Review ☐ PRC 	<ul style="list-style-type: none"> ☐ Task Force Committee 	<ul style="list-style-type: none"> ☐ CAR advisory committee

Type	Duration and Finance
Cohort Study	5 years or more, 2 crore per year per centre
National Registry	5 years or more, 2 crore per year per centre
Capacity building Under privileged area	5 years or more, 2.5 crore per year

Brain storming meeting

Prepare a Time Line

- **Develop a timeline that allows for completion of proposal 3-4 weeks before submission deadline**
- **If you rush preparation of the proposal, reviewers will notice and the outcome may be negatively impacted.**

Write the Proposal

Common elements of a Proposal (1/2)

- General: applicant information
- Title of the project
- Objectives
- Summary of proposed research
- Problem Statement
- Present Knowledge: National and International
- Preliminary works already done

Common elements of a Proposal (2/2)

- **Detailed Research Plan**
- **Facilities in terms of equipment available**
- **Budget (Staff, contingency, equipment etc with justifications)**
- **Expected outcome**
- **Timeline**
- **Bibliography**
- **Biodata**

Common elements of a Proposal (1/2)

- General: applicant information
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- Summary of proposed research
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- Present Knowledge: National and International
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Title

- **Good**
 - **Concise title that provides adequate information which attracts the attention of the reviewer.**

Title

- **Avoid**
 - Lengthy title with too much of technical details
 - At the same time do not use too short title.

e.g., Role of molecular genetic markers in diabetes



Goals and/or Objectives of Research

- Write point-wise
 - Not more than 3 objectives
 - If necessary, make secondary objectives
-
- **Reject**
 - Too technical.
 - Too short
 - Too long

Objectives

Keep your objectives

- **Specific**: indicate precisely what you intend to change through your project
- **Measurable** – what you accept as proof of project success
- **Logical** – how each objective contributes to systematically to achieving your overall goal



Summary of Research Proposal

- **First section read by the reviewers**
- **Must be clear, concise, well articulated and logical**
- **Short but informative background to justify the hypothesis and objectives.**
- **Clearly state the hypothesis.**
- **State the objectives and/or aims of this proposal.**
- **State the impact, significance and innovation in this proposal.**
- **Define acronyms as much as possible.**



Problem Statement

- **Your statement of the problem**
- **Represents the reason behind your proposal**
- **It specifies the condition(s) you want to change**
- **Supported by evidence**
- **Show your familiarity with prior research on the topic**
- **Even if the problem is obvious, your reviewers want to know how clearly you can state it**

Problem Statement

- **Demonstrate a precise understanding of the problem you are attempting to solve?**
- **Clearly convey the focus of your project early in the narrative?**
- **Indicate the relationship of your project to a larger set of problems and justify why your particular focus has been chosen?**
- **Demonstrate that your problem is feasible to solve?**



Present knowledge: National and International

- **Keep review of literature precise but updated with latest research (last five years)**

Good

- **Give the needed information to understand the objectives and approaches in this proposal.**
- **Structure the background to go from broad information to specific information**
- **Build up the background towards answering a specific question that is unknown.**

Present knowledge

Avoid

- Do not expand background to unnecessary information that does not support the hypothesis.
- Background should not exceed one third of proposal.



Preliminary data

- Selection of subjects, standardization of methods, with results, if any.
- Discuss your preliminary data.
- Connect preliminary data to background.
- If limited preliminary data, spend time on the innovation.

Absence of preliminary data may negatively impacts the proposal .

- 1. No indication that the proposal will be feasible.**
- 2. No indication the applicant can do the proposed work.**

Common elements of a Proposal (2/2)

- Detailed Research Plan
- Facilities in terms of equipment available
- Budget (Staff, contingency, equipment etc with justifications)
- Expected outcome
- Timeline
- Bibliography
- Biodata

Details of Research Proposal

- **Design of study,**
- **Indicate the total number of cases/samples/animals to be studied,**
- **Mode of selection of subjects specially in experiments involving human beings,**
- **Equipment and other materials to be used,**
- **Methodology/techniques to be employed for evaluating the results including statistical methods**
- **Potential to obtain patents etc**

Details of Research Proposal

- Ethical issues
- Address innovation wherever possible.
- Justify the use of specific reagents or animal models.
 - For example:
 - If you use a cell line why that cell line
 - If you use an animal model why that animal model.
- Confirm results with multiple approaches.



Budget

- Visualise budget of recurring and non-recurring realistically**
- Anticipate all possible expenditure and project the same in the budget**
- Refer the latest Notification for project staff emoluments etc.**
- Avoid asking extraordinary manpower positions**

Budget:

- Detailed account of where you will be spending the money.
- Request for Staff, Equipments - justify
- **Reject**
 - Non-recurrent expenditure major component
 - Do not justify spending all the budget on personnel.

Contingent grant

- Can be used for recurring as well as non-recurring expenditure
- Can be utilized for purchase of chemicals/ consumables, data entry, printing forms, computer utilities, Communication charges, POL, expenses for preparation of report etc.
- Not permitted for purchase of furniture / office equipment
- Detailed break up and justification for contingency grant >Rs.25,000 per annum,
- Re-appropriation of money during financial year is within overall sanctioned ceiling of the year

Equipment

- Council would provide equipment for conduct of study, if approved by appropriate committee
- No upper ceiling, varies on nature and scope of project
- Equipment should be purchased according to the rules of host institute
- Equipment labeled as ICMR funded
- On completion of study a list of all equipments procured along with date of purchase, cost, suggestion for disposal should be sent to ICMR

- ❑ New equipment go for the latest and quote and the cost accordingly**
- ❑ Don't propose many equipment of major**
- ❑ Don't propose many minor equipment too**
- ❑ If there is room for sharing major equipment through other scheme or institute source, qualify the same.**

Utilization of travel grant

- Taking up field work, visiting ICMR HQs office for meeting, training course, attending seminar symposia/ conference within India
- Cannot be used for foreign travel

Release of grants

- 6 monthly instalments
- 1st installment along with sanction letter (includes entire grant for purchase of equipments and recurring grant for 6 months)

Date of Start

- Sanction letter would specify, else
- Day grant is received by investigator, date to be then communicated to ICMR
- DOS can be changed on request of investigator, if no expenditure from grant is incurred

Grant refund

- If investigator discontinues midway or does not follow approved programme, grant paid by ICMR shall be refunded



References

- **Up-to-date: last 5 years**
- **Relevant**
- **Original source**
- **First order: books and journal articles**
- **Second order: conference article**
- **Third order: technical report**
- **No private communications or forums (material cannot be accessed or verified) if you must leave as a footnote not in the bibliography**
- **Uniform format**



Applicant's Biodata:

- **Good**
 - List all your awards directly related to your research.
 - List all publications in the last five years.
 - Give impact factors & citations if any.
- **Reject**
 - No track record.
 - No strong publications.

Need for Co-investigators

- **Good**
 - If you lack a specific skill
 - If you are a junior investigator
- **Reject**
 - It is a weakness to add a co-applicant if they just give you a reagent
 - Co-applicant will do most of the project in their laboratories.

Grant Assessment Process

- **Scientific Quality**
 - Is it based on sound pilot data?
 - Will the methodologies/experimental plan proposed answer the question?
 - Can it be realistically completed within the timeframe?
- Is the level of resources appropriate?
- Are the appropriate facilities available?
- Is the appropriate expertise on board?
- Is there a logical and well thought out plan of investigation?
- **Value for money**
 - Is the approach suggested the most cost-effective way of answering the question?
 - Has the applicant justified clearly the request for resources?

Some Common Reasons for Failure

- **Poorly drafted, descriptive and no clear hypothesis**
- **Too ambitious/ Unfocussed**
- **Idea good; poor experimental plan**
- **Scientific basis for hypothesis is unsound**
- **No link between aims, methods analysis plan and proposed outcome(s)**
- **Work already done/known not cited (poor literature review)**
- **Pilot data unconvincing/ Data not clearly labeled**

Some Common Reasons for Failure

- **Appropriate controls missing**
- **No clear focus on the impact on policy or practice**
- **Inadequate samples to make meaningful conclusions**
- **Better model/methodology available to address the question**
- **Applicant has poor publication record /Lacking appropriate expertise**
- **Not ethical**
- **Irrelevant to the agency's priorities**

Title Generator

- <http://www.title-generator.com/>

Topic Generator

- <https://essaytopicgenerator.com/>

Thank you...