

**Western Lands & Peoples Initiative  
Montana State University  
Grant Writing Workshop  
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Presenters: Mary Murphy, Michael Reidy, Janet Ore  
westernlandsandpeoples@montana.edu

**Some Tips for Writing Proposals**

**Think about your audience!**

Common Components of Grants:

1. Title--*have one and make sure it is catchy, or at least clear*
2. Abstract--**ATTEND the WLP workshop on Abstracts, November 3.**
3. Project Narrative/Description--*keep to the page limit; speak to project's significance*
4. Work Plan--*be specific and realistic*
5. Budget--*follow government guidelines*
6. References--*choose wisely*
7. Resume/cv--*usually short*

**Pay Attention to details!**

Calls for proposals will often include:

1. who is eligible/not eligible--*if this is unclear, ask*
2. what criteria will be used to evaluate the application--*write to the criteria*
3. the maximum amount you can request--*don't ask for more*
4. what you can spend money on & what you can't--*if this is unclear, ask; don't ask for what you won't get*
5. requirements/deadlines for reporting results/reports--*meet these if you ever intend to apply again to anyone*
6. who you should submit to--*send to the right person at the right address*

**Always have someone else--even better, more than one someone--read your draft!**

1. Write for a general audience
2. Don't use jargon
3. Make sure your proposal is absolutely grammatically perfect
4. Don't go over page or word limits
5. Have someone who is not a specialist in your field read your proposal