Drafted email to Deans/Department Heads:

Subject: Faculty Grant Proposal Training and Support for Fall 2015

**Want us to showcase the range of grant support services to your faculty?** Our Grant Training Coordinator can come to your next Department Meeting to make a (very) short presentation describing the services available to faculty from ADVANCE Program and Office of Supported Programs. Please contact them (information below) to schedule a meeting presentation, refer new faculty, or suggest faculty who could benefit from grant proposal support.

**Upcoming Fall Research Capacity Events**: Even if you do not need a faculty-wide meeting, please let your faculty know about these upcoming fall activities by the ADVANCE Program.

* All of the information can be found on our website at XXXXX

**Grant Writing Boot Camp** will be offered again this fall [DATE].

* This popular six-week training offers new faculty the opportunity to work with grant-successful faculty to produce a review-ready grant proposal.
* See the attached flyer for details; feel free to forward to faculty.
* Click here to register now [ADD LINK] –register through **September 10**.

[Add other events that you might be having in the fall]

Again, thank you for your support of ADVANCE programs!

Best,

[ADVANCE Program Lead]

[Facilitator Contact Info]