**Sample email to Boot Camp Participants:**

Dear Boot-Campers!

I hope you are ready for some serious grant writing adventures! We are looking forward to having you join us on [DATE HERE]. Coffee and snacks will be provided.

Please see the attachments:

* Overview of the six-week course
* List of the participants, facilitators, presenters
* Dr. Tara Gray's *Publish and Flourish* Handout

A detailed syllabus will be circulated on the first day of class. It will provide more information about session format and content, as well as instructions for out-of-class “assignments.” Our hope is that you will view this as a facilitated and supportive space to finalize a really good proposal. The format of each session will generally consist of one hour of discussion and one hour of hands-on workshop or writing activities.

The list of your fellow grant writers and facilitators is provided should you need to contact one of them during the course of the training, and simply to know who your fellows are on this journey. Some part-time participants will cycle in and out, but the core group will remain the same.

**Pre-Course Preparation:**

1) To help organize our writing practice, we will reference Dr. Tara Gray's *Publish and Flourish*, a set of techniques that help to 'get the writing done' both in and out of class.

* **Before you arrive on [DATE], please set aside some time to view Dr. Gray's video** – [**Watch it Now**](https://camtasia.msu.montana.edu/Relay/Files/tGray/TGrayProlificSchol.html)

2) Sign-upin the SPIN/GENIUS system by [DATE} (if you have not already).

* **To sign up for SPIN/GENIUS, please follow these instructions:**Since you will sign up for an account with a password, you will need to self-register by following this link:

[**http://www.montana.edu/wwwvr/osp/fundings.html**](http://www.montana.edu/wwwvr/osp/fundings.html)

* **Locate this section, and follow these directions:**Create your faculty profile in [GENIUS.](http://spin2000.infoed.org/GeniusSearch/genius.asp) Choose and save keywords that identify your areas of research interest, and you will receive e-mail alerts of new funding opportunities as they become available. Search the GENIUS database to identify collaborators worldwide. SPIN becomes accessible from off campus with your Username and Password.

Please bring your laptop if you wish to follow along with the SPIN tutorial. I will have a guide to give to you with some other materials, so if you don’t have a spare laptop, then it is no problem.

If you have any questions, please feel free to contact me.

Best wishes,

[Facilitator} and the ADVANCE team