Western Lands & Peoples Initiative
Montana State University
Grant Writing Workshop
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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