

# HOW TO WRITE A GRANT

Whether a large-scale center proposal or a single investigator research proposal, a successful grant writing process follows a clear roadmap of strategies and sequential tasks. (Thanks to Research Development Services and Pre-Award for their input.)

**START  
HERE**

## ANALYSIS & PLANNING

Review landmark documents referenced in solicitation  
Read solicitation thoroughly  
Identify PI  
**Develop a compelling storyline**  
Identify win differentiators...why Purdue?  
Contact Pre-Award for inclusion of a Pre-Award specialist in planning meetings

### Compelling storyline

What is the problem?  
What has already been done to address the problem?  
What gap remains?  
How will we address this gap?

## PROGRAM OFFICER INPUT

**Develop one-page concept paper**  
Discuss one-pager with agency contact  
Refine storyline  
Clarify and ask questions related to budget requirements and restrictions

### Concept paper

Storyline  
Goals  
Team expertise  
Overview of approach  
Impact of your success

## PROPOSAL OUTLINE

**Develop outline**  
Identify graphics needed  
Identify subawardee institutions  
Identify any cost share requirements  
Develop draft budget based on initial outline of work to be done  
Answer questions related to proposal compliance items

### Outline

Use sections required in solicitation  
Include storyline at beginning

## PARTNERSHIPS

Recruit collaborative partners  
**Recruit advisory board members**  
Collect letters of commitment  
Discuss cost share needs with potential contributors  
Work with Pre-Award to gather sub-documentation  
Review sub-SOW and budget for appropriateness to work

### Recruitment

Use one-pager as talking points for recruiting

## MANAGEMENT & PERSONNEL

**Identify basic management structure**  
Collect biosketches and other required documents  
Develop C&P  
Refine budget based on final personnel, etc.

### Management structure

Discuss management before writing  
Provide templates for required personnel documents

## PROPOSAL WRITING & EDITING

**Assign writing based on outline**  
Assign supplemental documents such as data management plan  
Write section components  
PI or grant writer compiles and manages document  
Edit drafts with project team  
Ask colleagues to review near-final draft  
Revise after review feedback  
Write summary last  
Refine budget based on changes to work plan, etc.

### Outline

Decide on page allotments per section before writing

## PROPOSAL FINALIZATION & SUBMISSION

Review final package  
Obtain academic approvals  
Complete FCOI disclosures  
Obtain institutional approval  
Send final submission to sponsor

**YOU'RE  
DONE!**

Black text: Research Development  
Brown text: Pre-Award

**PURDUE**  
UNIVERSITY®

EA/EOU