

## **GRANT WRITING: A BASIC GUIDE**

**Note: Individual grant and fellowship applications will have specific requirements (e.g., some require abstracts; some do not).**

### **A. Initial Steps**

1. Seeking funding for research, program development, education or public service
2. Scholarships/fellowships and grants: differentiating types of funding-  
Is the focus on you or your research/project?
3. Types of Fellowships and Grants: internal, external, targeted, individual, institutional: researching your options; considering your audience
4. Contacting grant representatives; reading the RFP (Request for Proposal) or RFA (Request for Application)
5. Reviewing other successful grants of this type.

### **B. The Application Process**

1. Who is your audience (s)? The Rhetoric of Grant Writing. How to approach funders: generalists and specialists. Tailor language/terminology to readers.
2. Describe the research or program to be funded and potential benefits of the research.
3. Provide solid data to support your claims. Conduct a preliminary study of your own if no data are available. (Grant applications need to be persuasive,) How will you protect the rights of human subjects? (if applicable)  
Public service/education: Be sure the definition of the problem matches the scope of the solution (e.g., local problem/local solution)  
Remember: the absence of your proposed program IS NOT the problem
4. Public Service/Education: Describe the program or activity oriented toward a solution. Perform the “mind’s eye” test.  
Who is the target audience for your program?  
Where will the project take place? What is the time period?  
Who will conduct the program? What similar or transferable experience/expertise/skills do they have?  
(Research: Where will this research be conducted?  
By whom? Where? With what equipment? For what time period?)
5. Create a realistic budget: remember that institutions take a % of grants under their auspices and that many incidental expenses add up.  
Have other funders given money?
6. Research: how will you report/disseminate your results? Public service/education: How will you evaluate the effectiveness of your program? Who will evaluate it?

### **Post-Application**

1. Processing bad news: dealing with rejection; resubmission
2. Successful application:  
Reporting Out: Creating an account of your program and its success:  
Writing post-grant reports (This may include a separate report in addition to any publications from the research.)

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21W.011 Writing and Rhetoric: Rhetoric and Contemporary Issues  
Fall 2015

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