

2021 / 2022 STEPS Workshop Details and Curriculum

Working Session One – May 2021- ZOOM

Presentations – STEPS Faculty Instruction by PSB and OSP	Outcomes
Meet group- 2-3 min, “elevator” summaries by each STEPS faculty member	Group will learn more about faculty members role at TCU / and topics interested in funding
Developing a fundable irresistible research question (PSB)	Faculty member will put together 3-5 potentially fundable questions they want to answer with the grant, with no worries about money, time or resources
How to read a grant announcement / RFP (PSB)	Faculty member will be able to understand grant terminology and nuances of reading a grant announcement / RFP
How to use grants and funding search engines (OSP)	Faculty member will learn to how to use various grants and funding search engines to pick their grant
Homework: Identify 2-3 grant potential grant announcements / RFPs you could apply for	Faculty member will use search engines to identify potential funding opportunities & critically evaluate potential choices

Working Session Two – September 2021 – In person

Presentations by STEPS Faculty Instruction by OSP	Outcome
Faculty member will review their 3-5 fundable research questions with group	Faculty member will be able to refine their questions using the feedback from the group
Faculty member will discuss potential relevant grant opportunities	PSB, OSP and STEPS faculty will help evaluate pros and cons of various grant proposals
Developing your SPIN Profile (OSP)	Updated SPIN profiles can be used to identify relevant funding opportunities
Homework: Select the grant you will be applying for	Faculty member will select the grant they will be applying for

Working Session Three - October 2021 – In person

Presentations by Faculty- Instruction by PSB	Outcome
Group discussion: The grant / RFP you chose and why	Faculty member will be able to align project goals with grant / RFP goals
Specific aims - What will my grant accomplish (PSB)	Faculty member will understand the importance of specific aims, write specific aims and tie them back to their chosen grant / RFP
Choosing a methods section mentor	Faculty member will identify and work to secure a faculty methods section mentor for peer review of their grant application
Homework: Continue writing, select methods section mentor	Faculty member will start a dialogue with their mentor and start revising aims, section

Working Session Four- November 2021 – December 2021- In person

Presentations by PSB and STEPS Faculty	Outcome
Background / Significance – Why my grant is important and will move the field forward (PSB)	Faculty member will be able to understand the importance of the background and significance sections in their overall grant application
Methods (PSB)	Faculty member will understand methods section development
Class discussion of progress	PSB, OSP and STEPS faculty will provide constructive guidance on projects
Homework: By the next session complete a rough draft of specific aims, background and significance sections	Faculty member will revise, revamp, and submit to mentor for review

Working Session Five – January 2022 – In person

Presentations by PSB and STEPS Faculty	Outcome
The review process and films of an actual grant review committees in action (PSB)	Faculty member will be able to understand the review process and relate it back to the grant they are developing
Common mistakes (PSB)	Faculty will be able to identify and correct common mistakes
Homework: Continue writing and revising	PSB, OSP and STEPS faculty will provide constructive guidance on projects

Working Session Six- February 2022

Presentations by PSB, OSP and STEPS Faculty	Outcome
Face Page, Description of Institutional Resources, Personnel, Inclusion of Minorities & Children Human Studies, Animal Studies, Support Letters, Summary (PSB and OSP)	Faculty member will be provided with institutional information to complete these sections of the application
Biosketches, CVs, and personal statements (OSP)	Faculty member will update their biosketch, CV and personal statement
Homework: Continue writing and revising	PSB, OSP and STEPS faculty will provide constructive guidance on projects

Working Session Seven March 2022 / April 2022

Presentations by PSB, OSP and STEPS Faculty	Outcome
Grants and Research Integrity (PSB AND OSP)	Faculty member will understand the importance of research integrity
Final reads	Grant will have undergone several layers of pre-review before submission
Homework: Continue writing , tying up loose ends, final revisions and prep for submission	PSB, OSP and STEPS faculty will provide constructive guidance on submissions FINAL GRANT APPLICATION TO OSP TO SUBMIT TO AGENCY OR FOUNDATION