TCU STEPS Program -- Workshop Details and Curriculum

Working Session One – Four to Five Hours

Presentation	Outcome
Meet group	
Developing a fundable and irresistible question	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	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 and how to develop your SPIN Profile	Faculty member will learn how to use various grants and funding search engines to choose their grant. Faculty member will create their individual SPIN profile.
Homework: Identify 2-3 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 – Four to Five Hours

Presentations	Outcome
Faculty member will review their 3-5 fundable questions with group	Faculty member will be able to refine their questions using the feedback from the group
How to develop a reasonable time line	Faculty member will be able to develop a manageable timeline
Choosing a scientific/project mentor	Faculty member will identify and work to secure a faculty/scientific mentor for peer review of their grant application
Homework: Select the grant funding opportunity	Faculty member will select the grant they will be applying for

Working Session Three - Four to Five Hours

Presentations	Outcome
Group discussion: The grant / RFP you chose and why	Faculty member will be able to align proposed project goals with grant / RFP goals
Specific aims - What will my project accomplish	Faculty member will understand the importance of specific aims, write specific aims and tie them back to their chosen grant / RFP
The review process and film of an actual grant review committee in action	Faculty member will be able to understand the review process and relate it back to the grant they are developing
Background / Significance – Why my project is important and will move the field forward? How to convey both the Intellectual Merit and the Broader Impacts (NSF) of your proposed project.	Faculty member will be able to understand the importance of these two areas in their overall grant application
Rigor, Reproducibility and Research Ethics	Faculty member will understand the importance of rigor and reproducibility in their research design and when it is required to address rigor and reproducibility in their application
Homework: By the next session complete a rough draft of specific aims, background and significance sections	Faculty member will start a dialogue with their scientific mentor and start revising their aims, background and significance sections accordingly

Working Session Four- Four to Five Hours

Presentations	Outcome
Methods	Faculty member will understand methods section development
Budget Development	Faculty member will understand how to develop a budget in-line with their specific aims and RFP restrictions, be able to apply TCU fringe and overhead rates and develop budget justifications
NIH/NSF/Sponsor biosketch	Faculty member will develop or update their current biosketch including writing a personal statement
Application form pages - Face Page, Description of Institutional Resources, Personnel, Considerations for Human Subjects, Animal Studies, Support Letters, etc.	Faculty member will be provided with institutional information to complete these sections of the application
Research Regulatory Compliance Requirements	IACUC, IRB, BioSafety, Conflict of Interest, Regulatory Ethics; understand the function of each committee and the protocol submission process at TCU
Homework: Continue writing	Revise revamp and do again

Working Session Five- Four to Five Hours

Presentations	Outcome
Class discussion of progress	Class will provide constructive guidance on projects
Pre-Review prep and submission	Reviewer comments
Homework: Tying up loose ends, final revisions and submission	Faculty member will revise: revamp, final read by scientific mentor, submit to OSP for submission to agency or foundation