

2022 / 2023 STEPS Workshop Details and Curriculum

Working Session One – December 9, 2022

Presentations – STEPS Faculty Instruction by PSB and OSP	Outcomes
Meet group- 2-3 min, “elevator” summaries by each STEPS faculty	Group will learn more about faculty members role at TCU / and topics interested
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 great potential grant announcements / RFPs you could apply for and develop your potentially fundable questions	Faculty member will use search engines to identify potential funding opportunities & critically evaluate potential choices

Working Session Two – January 2023

Presentations by OSP and STEPS Faculty	Outcomes
Group discussion of progress on funding opportunities and questions	OSP and STEPS faculty will provide constructive guidance on projects
TCU policies and procedures	Faculty members will be provided with TCU institutional information
Seed Grant Funding Programs at TCU	OSP will present the seed grant programs TCU offers
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	OSP and STEPS faculty will provide constructive guidance on projects

Working Session Three – early February 2023

Presentations by STEPS Faculty Instruction by PSB and OSP	Outcomes
Faculty member will review their 3-5 fundable research questions	Faculty member will be able to refine their questions using group feedback
Group discussion: The grant / RFP you chose and why (for those who have identified a final choice)	Faculty member will be able to align project goals with grant / RFP goals
Background - Why my grant is important (PSB)	Faculty member will understand the importance of the background section
Homework: continue to develop ideas/questions	Faculty member will select the grant they will be applying for

Working Session Four – mid February 2023

Presentations by Faculty- Instruction by PSB and OSP	Outcomes
Specific Aims (PSB)	Faculty member will understand the importance of specific aims, write specific aims and tie them back to their chosen grant / RFP
Biosketches, CVs, and personal statements (OSP)	Faculty member will update their biosketch, CV and personal statement
Choosing a methods / content mentor	Faculty member will identify and work to secure a faculty methods content mentor for peer review of their grant application
Homework: Writing specific aims, biosketches and personal statements as applicable to RFP, select methods section mentor	Faculty member will start dialogue with mentor and start revising

Working Session Five – early March 2023

Presentations by PSB and STEPS Faculty	Outcomes
Presentations by Faculty – 15-minute presentations by each faculty as relates to RFP submitting to - including, 2-3 background sentences, 2-3 significance sentences and 2-3 specific aims	PSB, OSP and STEPS faculty will provide constructive guidance on projects
Significance – Why my grant will move the field forward (PSB)	Faculty member will understand the importance of the significance section
Methods (PSB)	Faculty member will understand methods section development
Abstract, Reference Letters (PSB)	Faculty member will understand the importance of abstracts / reference letters
Grant Writing Research Integrity (PSB)	Faculty member will understand the importance of research integrity for grants
Homework: By the next session complete a revised draft of specific aims, background and significance sections	Faculty member will revise, revamp

Working Session Six- mid March 2023

Presentations by PSB, OSP and STEPS Faculty	Outcomes
Group discussion of progress	PSB, OSP and STEPS faculty will provide constructive guidance on projects
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
Budget/Budget Justifications/Review budget excel template (OSP)	OSP will walk through the internal excel budget template and provide examples
Homework: Continue writing and revising	PSB, OSP and STEPS faculty will provide constructive guidance on projects

Working Session Seven – April 2023

Presentations by PSB, OSP and STEPS Faculty	Outcomes
Final reads / review progress	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