

RESEARCH GRANT WRITING TIPS

Here are some simple suggestions that all researchers should take into consideration when preparing their next proposal.

PLANNING PHASE

- Start early
- Read the guidelines (and the peer review manual if available)
- Look at sample applications

WRITING PHASE

- Be clear and concise
- Avoid using jargon and acronyms
- Keep your audience in mind
- Make the reviewer “happy” – stick to the format indicated by the agency
- Spellcheck and proofread

SUBMISSION PHASE

- Have your proposal reviewed by colleagues
- Allow for sufficient time for feedback (from colleagues, the research development advisors, and the research grant staff)

REMINDER

Avoid cutting and pasting sections from other applications as in most cases reviewers can spot that the text does not have the same flow.