WRITING PROPOSALS FOR FUNDING

A Check List

1. Read the guidelines vary carefully and regularly, especially before the final submission.

2. The introductory paragraph is very important – it should succinctly answer the questions.

3. (e.g. in 3-5 sentences (what, why, how, and possibly who you are and when/what length the project is).

4. Do not begin with a long statement of background.

5. Be alert that you are writing for an audience that will almost certainly include people outside your particular specialty (or discipline).

6. Consider what “defensive” writing may be needed (i.e., counter possible criticisms by readers of the significance of the topic or approach (methodology) and feasibility of the project.

7. Prose style – use active, not passive voice and positive constructions (i.e. “will” not “may,” “would” etc.

8. Allow adequate time to prepare, write, and edit multiple versions (I suggest six months for a substantial proposal).

9. Get outside feedback on drafts – from specialists and non-specialists.

10. Make sure the budget, CV, and any other ancillary materials are included in required format.

Jan Monk