Grant Proposal Development Program
Office of Research, Scholarship and Creative Activities
Faculty Learning Community Spring 2025

Cal State LA's *Office of Research, Scholarship and Creative Activities (ORSCA)* sponsors the *Grant Proposal Development Faculty Learning Community (FLC)is* for tenured and tenure-track faculty planning to submit a grant proposal to an external funding agency. This FLC consists of six workshops on funding- and grant-related topics, peer evaluation of writing, and a mock grant review section. Participants should be open to discovery, willing to experiment, and willing to share effective practices with colleagues from across disciplines. Participants are expected to complete a grant proposal draft that may be submitted to an external funding agency by Monday, June16th, 2025.

Facilitators:

Dr. Cheryl Kamei-Hannan, Professor, Division of Special Education and Counseling, ckameih@calstatela.edu
Dr. Serie McDougal, Professor, Department of Pan African Studies, smcdoug@calstatela.edu

Meetings: Participants must attend all **Zoom meetings** **from 9 a.m. to 12 p.m.** Participants may find it useful to continue working immediately after each FLC meeting.

FLC materials: Handouts and other materials will be provided. Participants should come to the first session with an identified funding agency and notice of opportunity [a.k.a. NOFO, request for application (RFA), request for proposal (RFP), funding opportunity title]. For additional support in identifying a funding agency and specific competition, please contact the facilitators in advance of the first session.

Goal and Objectives: The overall goal of your participation in the FLC is to successfully complete a competitive proposal to one or more funding agencies. Objectives of proposal development are to:

- Write a clear, succinct, professional, and competitive proposal
- Match the funding agency's priorities and/or geographic restrictions
- Follow the directions detailed in the agency's solicitation
- Establish the significance and impact/s of the project
- Identify measurable outcomes **and** outline an evaluation plan that demonstrates how you will measure progress towards achieving your proposed outcomes
- Develop a management plan that includes a reasonable budget, project team, timeline, benchmarks, key persons responsible, and adequate resources

Duties:

- Attend the FLC workshops and participate in discussions
- Engage in writing a competitive grant proposal
- Engage in peer review and peer support activities

Outcomes/Deliverables:
Participants learn, engage, and practice the grant writing with peers and produce a draft of a proposal targeted for a specified external agency.

FLC schedule:

Meeting (MTG), week, & Date	**Topic**	**Homework due**
Pre-attendance	Identify a funding opportunity: For additional support contact Cheryl ckameih@calstatela.edu or Serie smcdoug@calstatela.edu	
MTG 1 (W4) February 14	• Introductions & Overview • Developing a **proposal checklist** from the Request for Proposals (RFP) or notification of funding opportunity (NOFO) • Narrative **outlines** • Project **summaries**	1. Request for Proposal from the funding agency to which you will be applying
MTG 2 (W5) February 21	• **Logic models** & **conceptual frameworks** • **Goals, activities, outputs, & outcomes** • Sample proposals	1. Proposal checklist 2. Narrative outline 3. Project summary
MTG 3 (W8) March 14	• Project **significance** (contextualizing the problem, establishing the purpose and/or research questions & advancing knowledge) • Project **budget**	1. Logic model or conceptual framework 2. Goals, activities, outputs, outcomes
MTG 4 (W11) April 11	• **Evaluation plan** – formative/summative, measures, methods, instruments, & criteria • **Organizational framework** – person/s responsible, role/tasks, timeline	1. Project significance 2. Budget
MTG 4 (W12) April 18	• **Resources** • **Bio-sketches/CVs**	1. Evaluation plan 2. Organizational framework
MTG 6 (W14) May 2	• Full peer review of 1-2 proposals	1. A completed full proposal 2. Resources 3. Bio-sketches & CVs
Asynchronous Peer Review due May 9		