



CATALYST 2021 TOPICS AND HOMEWORK

Week 1	Tuesday	A+H and STEM+ Together
<p>Introduction and Overview of Program Goals</p> <p>Grantseeking is a Learned Skill</p> <p>Homework (both tracks)</p> <p>Before the next session, watch the Pivot funding tool videos.</p>		
Week 1	Wednesday	STEM+ Track
<p>Pivot Discussion and Q&A / Searching for Funded Abstract</p> <p>Federal Funding Landscape</p> <p>Homework</p> <ol style="list-style-type: none"> 1. Using Pivot and other online tools, identify 4-5 sources of funding. For each funder, list the goals of the specific program(s) that align with your project. 2. Pick two funding programs and search through the abstracts of awards. Search through the abstracts of recent awards (past two years) and identify two or three recurring themes and common features. 3. Select the funding agency and program that you plan to target for your final proposal. <p>(Milestone 1)</p>		
Week 1	Thursday	A+H Track
<p>Types of Arts and Humanities Funding</p> <p>Pivot Discussion and Q&A / Searching for Funded Abstracts</p> <p>Homework</p> <ol style="list-style-type: none"> 1. Using Pivot and other online tools, identify 3-4 sources of funding. For each funder, list the goals of the specific program(s) that align with your project. 2. Select the funding agency and program that you plan to target for your final proposal. <p>(Milestone 1)</p>		

Week 2	Tuesday	A+H and STEM+ Together
Anatomy of a Solicitation Homework 1. Using the approach discussed in the "Anatomy" session, conduct an analysis of the solicitation/FOA you are targeting. Summarize the program's priorities and goals. 2. Use the "structure" elements to create a draft outline and a compliance checklist for the proposal. Compare the current FOA to previous versions and note significant changes, if any. List the criteria that will be used to evaluate the merits of the proposal. (Milestone 2)		
Week 2	Wednesday	STEM+ Track
Make a Great First Impression: Preparing the Overview or Executive Summary Homework Using the Executive Summary Worksheet as a guide, complete a draft of the Executive Summary for your proposal. (Milestone 3a)		
Week 2	Thursday	A+H Track
Telling Your Story Homework Read articles on the proposal review process.		
Week 3: AtKisson Training Group Seminars		
STEM+ Day 1: Samples of Overviews in breakout groups/ Conceptual Framework for the Overview and Specific Aims STEM+ Day 2: Significance / Innovation / Background / Preliminary Data STEM+ Day 3: Approach / Titles / Abstracts A+H Day 1: Samples of Overviews in breakout groups/ Conceptual Framework for the Overview A+H Day 2: Significance with Stakeholder Analysis / Methodology A+H Day 3: Evaluation / Timelines / Stakeholder Revisit / Titles Homework (both tracks) Complete the Structuring Worksheet (Milestone 3)		
Week 4	Tuesday	A+H and STEM+ Together
Electronic Submission and Approval Routing		
Week 4	Wednesday	STEM+ Track
Telling Your Story		

Week 4	Thursday	A+H Track
Designing and Refining Your Budget		
Week 5	Tuesday	A+H and STEM+ Together
Communicating with Program Officers		
Homework		
<p>1. Use the sponsor's website or the program description to identify the lead program officer for your target program. Using internet search tools (Google, LinkedIn, Research Gate), find out as much about the program officer as you can--their background, interests, academic training, etc. (Milestone 4)</p> <p>2. Draft an email to the program officer that describes your project and why you think it may be a good fit with the program's goals and objectives.</p> <p>3. Formulate 2-3 additional questions to ask the program officer.</p> <p>Note: A+H faculty who have selected a funding source that doesn't list program officers may skip this milestone.</p>		
Week 5	Wednesday	STEM+ Track
Designing and Refining Your Budget		
Homework		
<p>1. Using the UNC Charlotte budget template, prepare a draft budget for your project. Be sure to include all appropriate costs, including salary, tuition, equipment, fringe benefits, indirect costs, and any required cost sharing. (Milestone 5)</p>		
Week 5	Thursday	A+H Track
Declined for Funding. What Do I Do?		
Week 6	Tuesday	A+H and STEM+ Together
What Happens to My Submission?		
Week 6	Wednesday	STEM+ Track
Don't Neglect the Supporting Materials: CVs, Data Management and Sharing Plans, Mentoring Plans, and Authentication Plans		
Homework		
<p>1. Using the guidelines provided by your target funding agency, prepare a short biographical sketch to include in your proposal. (Milestone 6a)</p> <p>2. Prepare a detailed data management plan for your proposal that conforms to the guidelines for your funding agency and is consistent with the type of data that will be collected as part of your study. (Milestone 6b)</p> <p>3. Watch the video recordings of the NSF and NIH mock review panels/study sections.</p>		