# ISE/SRS Proposal Writing Retreat Description, Expectations, and Schedule Andrea Ferro (ISE, CEE) and Trish Lowney (SRS)

**June 24-28, 2024**

**ERC 2nd Floor Innovation Hub**

**Workshop Description**

A week-long workshop for *faculty at any level* to work without distraction and obtain advice and feedback from experts and peers on components of your application to a federal or non-federal sponsor.

# Workshop Objective

Upon completion of the retreat, you will have a near submission-ready application.

# Respect for Intellectual Property

While you are not required to share your work, you can take advantage of the feedback opportunities during the retreat. We can also help you identify individuals at Clarkson who could provide topic-area expert reviews. Because we will be sharing ideas and written documents during the retreat, it is imperative and expected that all participants and reviewers respect the intellectual property of others.

# Participant Expectations

As a workshop participant, you can prepare for daily meetings ahead of time, as shown below.

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| Day 1 am: Meet with Institute for a Sustainable Environment Director Dr. Susan Powers  **Aligning goals, objectives/speciﬁc aims, activities, and expected outcome** Trish Lowney |
| Day 1 noon: **Strategies for writing a successful proposal** (**What do reviewers want? What makes a compelling application from a reviewer’s perspective? What are common ‘weaknesses’ in the research plan/approach?)** Laurel Kuxhaus |
| ***Pre-workshop Tasks and Day 1 focus:***   * Draft a one-paragraph motivation statement, including the overarching problem/need (vision or grand challenge), the focus of the proposed work (goal), and the impact of the proposed work’s outcomes on the grand challenge/vision (signiﬁcance). * Draft up to four objectives/speciﬁc aims to achieve your goal. * Prepare an outline of your proposal (corresponding to the funding opp of interest), including all the required sections and placeholders for planned ﬁgures/tables. |

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| Day 2 am: Meet w/ Graduate School Dean and VP for Research Dr. Michelle Crimi  **Overview of support from the Graduate School and SRS** Michelle Crimi |
| Day 2 noon: **Early career tips on building your research program** Ian McCrum and Leo Jiang |
| ***Pre-day 2 Task and Day 2 focus:***   * Prepare a draft of your methods, expected outcomes, and preliminary results. Align your activities and expected outcomes with your objectives/speciﬁc aims. |

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| Day 3 am: Meet w/ President Marc Christensen (ERC Innovation Hub common area) |
| Day 3 noon: **Beyond NSF** Susan Bailey and Ginger Hunter |
| ***Pre-day 3 Task and Day 3 focus:***   * Continue to prepare a draft of your methods, expected outcomes, and preliminary results. |

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| Day 4 am: Meet with CAMP Director Dr. Devon Shipp  **Intro to CAMP and How to Develop Industry Research Partnerships** Devon Shipp  Day 4 noon: **Institute of STEM Education opportunities for broader impacts** Kathleen Kavanagh/Ben Galluzzo |
| ***Pre-day 4 Task and Day 4 focus:***   * Draft your broader impacts activities. Make connections between your broader impacts and intellectual merit objectives. Make sure your proposed broader impact activities are supported by the literature. (For NIH - address the Plan for Enhancing Diverse Perspectives, if applicable?) |

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| Day 4 am: Meet w/ SRS Preaward Team Lead Todd Travis  **How do you put together a budget and budget narrative?** Todd Travis Day 5 noon: Wrap up and feedback |
| ***Pre-day 5 Task and Day 5 focus:***   * Prepare a draft budget, including personnel, supplies, equipment, travel funds, and summer salary for you and your co-PIs, etc. * Complete a full draft of your proposal, leaving placeholders where necessary. * Prepare a list of all other required components for your proposal, including biographical sketches, facilities/resources, and letters of collaboration. * Prepare a list of preferred internal reviewers for your proposal, and let us know if you need assistance identifying and/or contacting reviewers. |

# ISE/SRS Proposal Writing Retreat Schedule June 24-28, 2024

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| **Day** | **Time** | **Activity** | **Speakers (see Bios)** |
| June | 8 am | Coﬀee & Tea |  |
| 24 | 8:30 – 8:45 am | **Introductions, retreat objectives &** | **Ferro/Lowney** |
|  |  | **schedule** |  |
|  | 8:45 – 9 am | **Meet w/ Susan Powers**, Director ISE | **Susan Powers** |
|  | 9 – 9:30 am | **Aligning goals, objectives/speciﬁc aims,**  **activities, and expected outcome** | **Trish Lowney**  Consultant, SRS |
|  | 9:30 am-12 pm | *Write* |  |

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|  | 12 – 1 pm | **Strategies for writing a successful proposal** | **Laurel Kuxhaus**, Professor,  MAE and recent NSF Program Director |
|  | 1 – 4 pm | *Write* |  |
|  | 4 pm | Feedback opportunity | Ferro/Lowney |
| June | 8 am | Coﬀee & Tea | **Michelle Crimi** |
| 25 | 8:30 am | **Meet w/ Dean Michelle Crimi** | Dean, Graduate School |
|  |  |  | Interim VP for Research and Tech Transfer |
|  | 9 am-12 pm | *Write* |  |
|  | 12 -1 pm | **Early career tips on building your research program** | **Ian McCrum**  Asst. Prof. CBE |
|  |  |  | **Leo Jiang** |
|  |  |  | Asst. Prof. ECE |
|  | 1 – 4 pm | *Write* |  |
|  | 4 pm | Feedback opportunity | Ferro/Lowney |
| June 26 | 8 am  8:30-10:30 am | Coﬀee & Tea  **Meet w/ President Marc Christensen** | **Marc Christensen** |
|  |  |  | Clarkson President |
|  | 8:30 am-12 pm | *Write* |  |
|  | 12 – 1 pm | **Beyond NSF: NIH research opportunities** | **Ginger Hunter** |
|  |  | **and strategies for success** | Asst. Prof. Biology |
|  |  |  | **Susan Bailey** |
|  |  |  | Assoc. Prof. Biology |
|  | 1 – 4 pm | *Write* |  |
|  | 4 – 5 pm | Feedback opportunity | Ferro/Lowney (remote) |
| June 27 | 8 am  8:30 am | Coﬀee & Tea  **Meet w/ Devon Shipp** | **Devon Shipp**, Director CAMP |

9 am-12 pm *Write*

# 12 – 1 pm What Clarkson resources are available to

**you for broader impacts?**

1 – 4 pm *Write*

**Kathleen Kavanagh** Professor Mathematics Director, Institute for STEM Education

# Ben Galluzzo

Assoc. Prof. Mathematics Associate Director Institute for STEM Education

4 – 5 pm Feedback opportunity Ferro/Lowney

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| June | 8 am | Coﬀee & Tea |  |
| 28 | 8:30 am | **How do you put together a budget and** | **Todd Travis** |
|  |  | **budget narrative?** |  |
|  | 9 am-12 pm  12 – 1 pm | *Write*  **Program wrap up, Feedback opportunity** | Ferro |
|  | 1 – 4 pm | *Write* |  |
|  | 4 – 5 pm | Maxﬁelds?! |  |

Presentations: ERC 2400 and via Zoom:

<https://clarkson.zoom.us/j/91514954470?pwd=Y2Y2VnAwakVJajZ0QlNEK3MrRmlkQT09>

ERC Innovation Hub rooms reserved 7 am - 7 pm June 24-28, 2024: 2201, 2209, 2210, 2213, 2400. Morning coﬀee and lunch are served in ERC 2400 except Wednesday am coﬀee, which will be served in the common area of the 2nd ﬂoor ERC Innovation Hub.