Spring Proposal Writing Workshop for Humanities Faculty

Rice’s Humanities Research Center (HRC) is sponsoring a spring-semester proposal writing workshop designed specifically for humanities faculty. To ensure that all workshop participants’ proposals receive substantial attention and thoughtful feedback, participation is limited to six humanities faculty. Proposals may be for individual research endeavors (i.e. fellowships to complete a book-length project) or for larger projects and collaborations requiring external grants. Faculty may participate whether or not they have a particular funding opportunity identified.

The workshop will comprise eight sessions. In two introductory sessions, participants will receive an overview of the key elements involved in the proposal writing process. Included in the overview will be information about how to:

- Find potential sources of funding for your project.
- Garner strategic information from the request for proposals.
- Identify the most appropriate agency/foundation for your project.
- Discuss your project idea and proposal with your program manager.
- Understand how to organize and present your proposal so that reviewers advocate for it.
- Determine the level and kind of information to include in each section of your proposal.
- Develop a strong evaluation and assessment plan for your project.
- Understand review criteria and the review process.

Several days before each of the remaining six sessions, all workshop participants will review one proposal; then the group will meet to discuss that proposal, providing immediate feedback in order to enhance the proposal’s competitiveness.

Who is eligible to apply?
Humanities faculty who are drafting a research grant proposal to be submitted to a federal, state, or local agency or to a private foundation are eligible to apply. Non-tenure track faculty are eligible to apply.

When and where will the workshop be held?
The workshop will begin in mid February 2014; the specific dates will be announced in consultation with the participating faculty.

Who will lead the workshop?
The workshop will be led by Phyllis McBride, Ph.D. (English), Director of Rice’s Office of Proposal Development.

What is the deadline to apply?
The deadline is Monday, January 27, 2014. By that date, please send your name, title, and department, as well as a brief paragraph describing your research topic to Melissa Bailar, Associate Director and Professor in the Practice of Humanities, at melba@rice.edu.