Transforming Journal Articles into Proposals
Prerequisites: Completed journal article plus related solicitation of interest to PI
Time required: 1 hour
Research stage: Beginner
Description: Faculty can use their own journal articles to generate sections of proposals, but the rhetorical situations are completely different. This course walks faculty through the process of altering the logical framework, style, and tone of an academic article to meet the demands of a review panel audience.

Collaborative Proposal Writing Strategies
Prerequisites: None
Time required: 1 hour
Research stage: Beginner
Description: With the trend toward multi-investigator, multi-disciplinary, cross-disciplinary, and even trans-disciplinary grants, faculty are faced with the difficult task of writing in a group and/or contributing to a group-generated document. This course provides tools for facilitating the process of writing collaboratively.

Facilitating Team Science
Prerequisites: None
Time required: 1 hour
Research stage: Beginner
Description: Team Science is an approach to inquiry that is aimed at improving the effectiveness and efficiency of team-based research. This course walks faculty through Team Science strategies as well as some assessment tools to gauge a group’s readiness to engage in a team-based endeavor.

Writing Broader Impacts Statements
Prerequisites: Solicitation of interest to the PI
Time required: 1 hour
Research stage: Beginner
Description: Many federal agencies require that proposals address the significance of the proposed work to larger communities than those most immediately involved in the work. This course will give researchers tips on how to write statements that effectively communicate the broader impact of their projects.

Writing Data Management Plans
Prerequisites: Solicitation of interest to the PI
Time required: 1 hour
Research stage: Beginner
Description: Recently, federal agencies have started requiring data management plans for many grants. This course will help researchers construct effective data management plans to meet sponsor demands and inform them about Clemson University resources for data management.
Writing Management Sections
Prerequisites: Solicitation of interest to the PI
Time required: 1 hour
Research stage: Beginner
Description: Many PIs have difficulty writing the management sections for their proposals, especially for the more complex projects with multiple collaborators, stakeholders, and subcontracted institutions. This course will help researchers construct effective management plans not only to meet sponsor demands but to make their lives easier in the post-award world.

Constructing and Describing Timelines and Milestones
Prerequisites: Solicitation of interest to the PI
Time required: 1 hour
Research stage: Beginner
Description: Many solicitations ask for timelines, task/time breakdowns, and projected milestones, but often writers give this only cursory attention. This course will help PIs seize the opportunity to impress reviewers with their project management skills.

Rhetorical Strategies for Proposals
Prerequisites: Solicitation of interest to PI
Time required: 1 hour
Research stage: Beginner
Description: Proposal solicitations lay out the pieces the agency requires in a document, but they do not provide guidance on the overall persuasive or rhetorical strategy that would be most effective. This course describes some alternatives for the overarching argument's structure and gives you the tools to determine the best choice.

Reading/Interpreting Program Announcements
Prerequisites: Solicitation of interest to PI
Time required: 1 hour
Research stage: Beginner
Description: This course will lead faculty through a federal solicitation, highlighting the sections that are most critical to understand. At the conclusion of the course, the PI will be able to identify the funding agency, proposal deadline, program synopsis, and required proposal sections for submission.

Writing Your NIH Biosketch
Prerequisites: Current CV
Time required: 30 minutes
Research stage: Beginner
Description: This course will instruct researchers on the required format of the NIH biosketch. Researchers will learn where to find the NIH biosketch format, which information should be included, and other formatting requirements specified by the DHHS SF424 Application Guide. If a current CV is provided, the PDC staff will walk the researcher through the creation of his/her biosketch.
Writing Your NSF Biosketch
Prerequisites: Current CV
Time required: 30 minutes
Research stage: Beginner
Description: This course will instruct researchers on the required format of the NSF biosketch. Researchers will learn where to find the NSF biosketch format, which information should be included, and other formatting requirements specified by the NSF Proposal and Award Policies and Procedures Guide. If a current CV is provided, the PDC staff will walk the researcher through the creation of his/her biosketch.

Assessment
Prerequisites: Project summary or outline of research plan
Time required: 1 hour
Research stage: Intermediate
Description: This course will outline the steps to creating and implementing a realistic, manageable, and scalable project assessment plan. At the conclusion of the course, the researcher will be able to name different assessment strategies, identify challenges to collecting assessment data, and be familiar with protections and protocols such as FERPA, IRB, and IACUC which may impact the assessment or dissemination plan.

Communicating with Program Officers
Prerequisites: None
Time required: 30 minutes
Research stage: Beginner
Description: Faculty often report to grant staff that they are uncomfortable with contacting program officers at federal agencies. This course outlines the steps to take to ensure that faculty are ready to contact program officers, and what topics of conversation are or are not acceptable. If the faculty has a specific project in mind, the PDC staff member can help to identify an appropriate program officer to contact.

Responding to Limited Submission Announcements
Prerequisites: None
Time required: 1 hour
Research stage: Intermediate
Description: Some sponsors limit the number of proposals that can be submitted in response to a solicitation. Clemson University has an internal process for selecting its strongest proposal when multiple faculty have interest in the same opportunity. This course outlines the CU limited submission process and how to write an internal proposal.

Developing the Elevator Talk
Prerequisites: None
Time required: 1 hour
Research stage: Beginner
Description: The ability to communicate succinctly with public audiences is increasingly important as researchers attempt to broaden the impact of their work. This course is a highly interactive session that will help researchers get the word out to stakeholders, many of whom have no expertise in the PIs’ fields.
Developing a Grantsmanship Strategy
Prerequisites: None
Time required: 1 hour
Research stage: Beginner
Description: This course will assist faculty in developing a grantsmanship strategy aimed at building their proposal writing skills and funding portfolios, with an eye toward their overall career development arcs. It is especially useful for junior faculty or those new to grant writing.

Revising and Resubmitting Unfunded Proposals
Prerequisites: Previously rejected proposal plus reviews
Time required: 1 hour
Research stage: Beginner
Description: What do you do after you get turned down? This course will provide strategies for making the best use of reviewer comments to revise and resubmit proposals.

Conducting Funding Searches
Prerequisites: None
Time required: 1 hour
Research stage: Beginner
Description: Various tools and knowledgeable staff members are available at Clemson University to assist faculty with finding funding opportunities that match their research interests. In this course, the PDC will go over InfoEd SPIN, library resources, and helpful tips for conducting funding searches on your own.

Writing for Foundations
Prerequisites: RFP of interest from a foundation or corporation
Time required: 1 hour
Research stage: Beginner
Description: Corporations and foundations often have unique proposal submission processes that differ from those of state or federal funding agencies. This course instructs faculty on how to craft competitive proposals to non-governmental agencies as well as how to start a conversation with the Clemson Office for Development, which often has existing relationships with corporate and foundation sponsors.

Setting Up a SMARTS/SPIN Profile
Prerequisites: None
Time Required: 30 minutes
Research Stage: Beginner
Description: SMARTS is the electronic database that combines a faculty member’s InfoEd profile with keywords to generate listings of relevant funding opportunities. The PDC can help researchers to set up their SMARTS profiles to their best advantage so that the most relevant funding opportunities are sent directly via email.
**Writing White Papers**
Prerequisites: None
Time Required: 1 Hour
Research Stage: Intermediate to Advanced
Description: Researchers sometimes express confusion over the difference between a white paper and a research paper. The PDC can provide tips to differentiate between the two, as well as guidance for how to strengthen a white paper with the intention of attracting a funder.

**Graduate Fellowships**
Prerequisites: None
Time Required: 1 hour
Research Stage: Graduate student
Description: This course will teach graduate students how to search for fellowship opportunities, key factors to consider when looking for fellowship funding, and how to work with a faculty member to create a competitive fellowship proposal.