

## TECM 5170

### Grant and Proposal Writing Summer 2022 (8W2)

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Below is the topic and reading schedule for this semester. The schedule is subject to change based on our progress over these next eight weeks.

Unless otherwise noted, mid-week activities are due by 11:59pm on Wednesdays, and end-of-week activities are due by 11:59pm on Sundays. Major assignments are always due on Sundays.

Week (Date)	Topic	Readings	Mid-Week Activities	End-of-Week Activities
Week 1 (Jun 6–Jun 12)	Intro to grants and proposals, baseline logic	<ul style="list-style-type: none"><li>Preface and Intro, Freed et al.</li><li>Chs 1 and 2, Freed et al.</li></ul>	<ul style="list-style-type: none"><li>Introduce yourself</li></ul>	<ul style="list-style-type: none"><li>Baseline logic analysis and discussion</li></ul>
Week 2 (Jun 13–Jun 19)	Generic slots, academic grants, business proposals, and non-profit grants	<ul style="list-style-type: none"><li>Chs 3 and 4, Freed et al.</li></ul>	<ul style="list-style-type: none"><li>Brainstorm your major grant/proposal project</li></ul>	<ul style="list-style-type: none"><li>Proposal analysis</li></ul>
Week 3 (Jun 20–Jun 26)	Features and benefits, scholarship applications		<ul style="list-style-type: none"><li>Proposal analysis discussion</li></ul>	<ul style="list-style-type: none"><li>Scholarship application (draft)</li></ul>
Week 4 (Jun 27–Jul 3)	Persuasion techniques, writing a scholarship app		<ul style="list-style-type: none"><li>Edit of Scholarship (draft)</li></ul>	<ul style="list-style-type: none"><li>Scholarship application (final)</li></ul>
Week 5 (Jul 4–Jul 10)	RFP analysis, situation and objectives slots	<ul style="list-style-type: none"><li>Chs 7 and 9, Freed et al.</li></ul>	<ul style="list-style-type: none"><li>Comment on your RFP</li></ul>	<ul style="list-style-type: none"><li>Situation and objectives slot</li></ul>
Week 6 (Jul 11–Jul 17)	Methods and qualifications slots, SWOT analysis	<ul style="list-style-type: none"><li>Chs 10 and 6, Freed et al.</li></ul>	<ul style="list-style-type: none"><li>Methods slot</li></ul>	<ul style="list-style-type: none"><li>Qualifications slot</li></ul>
Week 7 (Jul 18–Jul 24)	Green Team Reviews, dealing with feedback	<ul style="list-style-type: none"><li>Chs 8 and 14, Freed et al.</li></ul>	<ul style="list-style-type: none"><li>Green Team Review</li></ul>	
Week 8 (Jul 25–Jul 29)	Formatting a proposal, contract proposal writer	<ul style="list-style-type: none"><li>Berleamt “Does typography affect proposal assessment?”</li><li>Brumberger, “The persona of typeface and text”</li></ul>	<ul style="list-style-type: none"><li>Edit of MGP (draft)</li></ul>	<ul style="list-style-type: none"><li>MGP (final)</li></ul> <p>(NOTE: Assignment is due on Saturday, Jul 30 by 11:59pm)</p>