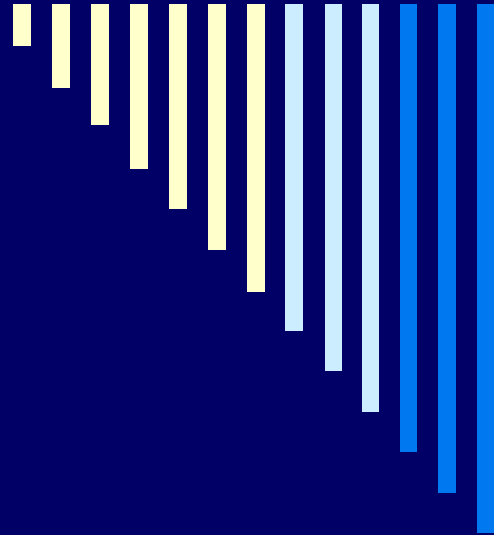


How to Write a SCOPA Grant Proposal

Elizabeth Beaudin

Karen Kupiec

Julie Linden



Preparation





Explore the past

□ Review Guidelines

- <http://www.library.yale.edu/scopa/grants/grantgui.html>

- Highlight the dates.

□ Review past proposals

- <http://www.library.yale.edu/scopa/grants/oldgrant.html>

□ Talk with past grant award winners



Have an idea?

- ❑ Google it – anyone else done it? Can you build on something?
 - ❑ Use peers as a sounding board – sound feasible?
 - ❑ If you need technology support – seek out technologists to confirm feasibility and availability!
 - ❑ Start to consider a potential project team.
-



Formulate a budget

- Sources of information:
 - Library Business Office – student wage estimates, etc.
 - Will you be able to hire students?
 - ILTS – estimates for all things technology related
 - Previous awardees for time, duration estimates
 - Can you do it for \$1K or less?
-



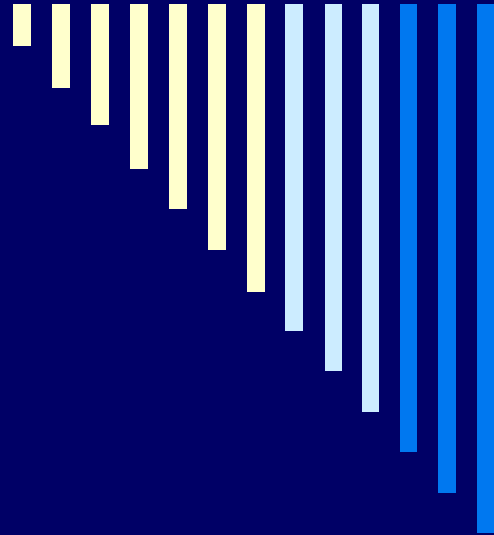
Talk to your boss

- Before you begin writing your proposal – confirm your supervisor/department head is on board!
 - Do you need to talk to supervisors of grant project team members? If anyone is really critical to your success – then yse – consider talking to their supervisor.
-



Timing

- Due October 31 – work backwards.
 - Begin no later than a month in advance
 - One week to write
 - One week for peer comments
 - One week to confirm participants
-



Go for it...





Sit down and Write

- Make an Outline
 - Use the vocabulary
 - Use the criteria for judging awards
 - Who's your audience?
-



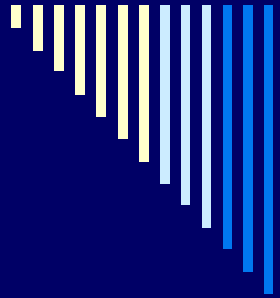
Introduction & Purpose

- Make it interesting
 - Make it clear
 - Give yourself a test:
 - Can you explain the project to your Mom or your Mate?
-



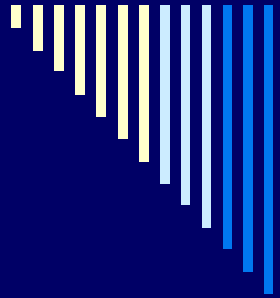
Methodology

- Who does what? Why?
 - What are the deliverables?
 - Will you give a final report? Will you publish your findings?
 - Are the tasks appropriate?
 - Can you learn HTML anywhere else besides Paris?
-



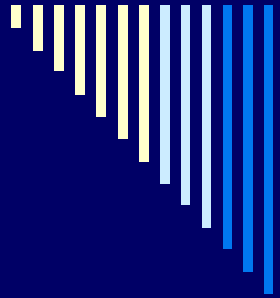
Timeline

- Make a chart of the Milestones & Deadlines
 - Does the timeline match the methodology?
 - Can you finish the work?
-



Budget

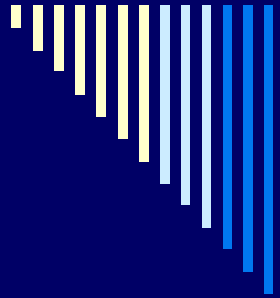
- Review the estimates
 - Did you include fees for any other Yale or YUL department?
 - Did you include student workers?
 - Are there sources for matching funds in your department?
-



Benefits

- The bigger picture
- Your team, YUL, Yale?





Finally...

- Ask a peer to proofread the proposal
 - Check the guidelines again
 - Spell check
 - Get it in on time
-



Some successful proposals

- 2006:
 - **Migrating Government Information from CD-ROMS: A Pilot Project**
 - (Gretchen Gano, Julie Linden)
- 2005 :
 - **Scanning Arabic Manuscripts and Modern Texts: Today and Beyond**
 - (Elizabeth Beaudin)
 - **Reference Service Statistics Pilot**
 - (Reference Services Group, Service Quality Improvement Council)
- 2004:
 - **Improving Access to Usage Statistics for Electronic Journals**
 - (Kathleen Bauer, Karen Reardon, and Jennifer Weintraub)
- 2002:
 - **Creating a Resource for Information on Contemporary Book Artists: Digitization of Ephemera in the Arts of the Book Collection**
 - (Jennifer Weintraub, Jae Rossman, Karen Reardon)
- 2001:
 - **An Exploration of Interbase, an Open Source Database**
 - (Brian Kupiec, Karen Reardon)
 - **Feasibility Study on the Viability of Linux and Open Source Applications for Public and Staff Workstations**
 - (Roy Lechich, Daniel Lovins, Wesley Most, Karen Reardon, Stephanie Schmitt, Matt Wilcox)
- 1999:
 - **Creation of a Web-Based List of Japanese Newspaper Catalog Records in the Vernacular**
 - (Kalee Sprague, Meng Tang, Karen Reardon, Audrey Novak, Hideo Kaneko)