April 4 - 5, 2022,  
Virtual Event via Zoom  
DRAFT AGENDA  

Day 1: Monday, April 4  
8:00 AM - 1:00 PM  

Getting Started  
- Introductions  
- Establishing your research and extension agendas  
- Identifying agencies and programs that might fund your project  
- Understanding your funding agency and analyzing your program or solicitation  
- Funding agency overviews  

From Idea to Fundable Project  
- Goals, objectives, outputs, outcomes, impact and significance  
- Finding a collaborator and structuring collaborations  
- Developing a concise project description and talking to the program officer  
- Outlining your proposal  
- Team proposals: leading and being a part of a project team  

Day 2: Tuesday, April 5  
8:00 AM - 1:00 PM  

Writing Your Proposal  
- Writing the introduction and overview  
- Writing the background/literature review  
- Discussing your prior work/preliminary data  
- Writing the research/project plan/approach/methodology section  
- Formatting, figures, flow charts and eye appeal  
- Letters of support/collaboration  
- Other sections  

Submitting, Mock Review & Interpreting Reviews  
- Budgeting your project  
- Incorporating input from mentors, internal reviewers and Red Teams  
- Submitting your proposal  
- Interpreting reviews  
- Determining whether and how to revise and resubmit
Consultant Biography:

Lucy Deckard established her consulting firm, Academic Research Funding Strategies, LLC in 2010. She works with universities and researchers across the U.S., helping them develop the skills to compete successfully for research funding. She has extensive experience helping to prepare proposals to a wide range of funders, including NSF, USDA, NIH, DoD, DOE, DoED, and other agencies and foundations, including proposals for large institutional and center-level grants. Previously, Ms. Deckard served as Associate Director of the Texas A&M University's Office of Proposal Development. Before joining Texas A&M, she worked for 16 years as a research engineer in industry at companies including Lockheed Martin and Hughes Research Labs, obtaining funding from DoD, DARPA and the Department of Energy. She has a B.S. in Materials Science from Rice University and an M.S. in Materials Science and Engineering from Northwestern University.