TABLE OF CONTENTS

INTRODUCTION	iv
PART ONE: BEFORE YOU BEGIN TO WRITE	1
CHAPTER 1: KNOWING WHY FUNDING AGENCIES AWARD GRANTS	2
CHAPTER 2: HOW TO DEVELOP A NOVEL, COMPELLING IDEA	6
CHAPTER 3: IDENTIFYING POTENTIAL FUNDING AGENCIES FOR YOUR IDEA	14
CHAPTER 4: APPRECIATE FOR WHOM YOU ARE WRITING: THE REVIEWERS	20
CHAPTER 5: SECRETS OF SUCCESSFUL PROPOSAL WRITING	29
CHAPTER 6: THE CRITICAL IMPORTANCE OF TIME	40
PART TWO: PREPARING THE OVERVIEW/EXECUTIVE SUMMARY AND	
SIGNIFICANCE SECTIONS	43
CHAPTER 7: THE OVERVIEW/EXECUTIVE SUMMARY	44
CHAPTER 8: WRITING A FIRST DRAFT OF THE OVERVIEW/EXECUTIVE SUMMA	ARY 57
CHAPTER 9: EXAMPLES OF OVERVIEW/EXECUTIVE SUMMARY SECTIONS OF PROPOSALS	70
CHAPTER 10: THE SIGNIFICANCE PARAGRAPH OF YOUR APPLICATION	75
PART THREE: WRITING THE BODY OF YOUR APPLICATION	80
CHAPTER 11: PREPARATION OF THE PROJECTED APPROACH/ PLAN OF WORK SECTION OF YOUR APPLICATION	83
CHAPTER 12: THE BACKGROUND/NEEDS ASSESSMENT SECTION OF YOUR APPLICATION	97
CHAPTER 13: DEVELOPMENT OF THE PRELIMINARY STUDIES OR PREVIOUS EXPERIENCE SECTION OF YOUR APPLICATION	104
CHAPTER 14: DOCUMENTING APPLICANT/CO-APPLICANT QUALIFICATIONS AT THOSE OF YOUR INSTITUTION	ND 110
CHAPTER 15: THE BUDGET AND BUDGET JUSTIFICATION SECTION OF YOUR APPLICATION	119
PART FOUR: MAXIMIZING THE COMPETITIVENESS OF YOUR APPLICATION	134
CHAPTER 16: THE ABSTRACT, TITLE, AND FACE-PAGE SECTION OF YOUR APPLICATION	135
CHAPTER 17: REVISION AND CRITICAL EVALUATION OF THE FINAL DRAFT OF YOUR APPLICATION	7 141
CHAPTER 18: SUBMISSION OF YOUR PROPOSAL AND THE DECISION PROCESS	144
INDEX	147