**MQC Proposal Writing Retreat**

**Historic Glasbern Inn**

**March 18-22, 2018**

February 2018

Dear Colleagues:

Thank you for your interest in attending the MQC Proposal Writing Retreat at the Historic Glasbern Inn March 18-22, 2018. This is a rigorous undertaking, designed to help you accomplish over the course of several days what can typically take months.

On Glasbern’s 150 acres of farmland, you will move about gorgeous grounds and elegant facilities, enjoy award-winning food and wines, and have blocks of uninterrupted time to conceptualize and write, far from the distractions of daily work and life. With its serenity and rustic comforts, Glasbern truly is a retreat.

The greater motivation, though, is likely to come from your fellow participants. You will hear insights from agency experts and reviewers, professional editors and writers, and awardees. During breaks in your own writing, you will be invited to participate in twice-daily seminars and will be asked to evaluate fellow participants’ proposals and present your own, to determine what works well and what doesn’t, developing critical reviewer perspective for use as you turn back to your own proposal draft.

Applications are required for two purposes. First, we will review the information you provide to confirm that you are at a stage of grant-readiness that will benefit from the intensive and interactive retreat format. Second, knowing your areas of interest will allow us to engage readers, funding agency experts, and panelists with insight related to your specific proposal development goals, to ensure that you have access to every possible resource during your time at the retreat.

Following approval of your application, you will receive registration information and instructions for scheduling your first pre-retreat consultation. If you have any questions prior to submission, I would be very happy to hear from you by email at [meg@mqcconsulting.com](mailto:meg@mqcconsulting.com) or online at <http://www.mqcconsulting.com/contact.html>.

The MQC team looks forward to working with you.

Sincerely,

Megan Queen Cantwell

President

MQC Consulting, LLC

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This application format is designed to assist you in describing your proposal development needs, strengths, and goals as efficiently as possible. It should take less than one hour to complete. In order to avoid potential repetition of information, we recommend that you review the entire application prior to beginning.

A separate letter of support is required if you will be receiving institutional funding to attend the retreat. The letter should be written by an organizational leader (a department chair, dean, senior research administrator, provost, etc.) who is familiar with your work and your grantseeking goals. As with your application, the letter of support should be concise. The purpose is to convey that your organization’s leaders are aware of, and that they support, the grant activity you are planning to undertake.

Submit your application as an email attachment to [meg@mqcconsulting.com](mailto:meg@mqcconsulting.com) with “March Retreat Application – [Last Name]” in the subject line. The letter of support can be sent either as an email from the sender’s account or, if written on official letterhead and signed, as an additional attachment to your application email. Applications will be evaluated on a rolling basis; submit as early as possible for first consideration.

**A. APPLICANT DETAILS**

**Full Name:** *Click or tap here to enter text.*

**Nickname/Preferred Form of Address**: *Click or tap here to enter text.*

**Position Title:** *Click or tap here to enter text.*

**Organization/Institution:** *Click or tap here to enter text.*

**Department:** *Click or tap here to enter text.*

**Mailing Address:** *Click or tap here to enter text.*

**Phone Number:** *Click or tap here to enter text.*

**Email Address:** *Click or tap here to enter text.*

**B. ORGANIZATIONAL CLIMATE**

1. **Provide a brief description of your position within your organization. If you also hold external appointments, or if you are a part of intra- or inter-institutional collaborations with relevance to your grantseeking goals, provide that information as well.**

*Click or tap here to enter text.*

1. **Is grantseeking a formal part of your responsibilities?**

*Choose an item.*

1. **How would you describe the overall grantseeking climate within your organization/institution/department?**

*Click or tap here to enter text.*

1. **Does your organization/institution/department offer grant support services? If so, describe the systems and services available, including any limitations that may affect grantseeking success.**

*Click or tap here to enter text.*

**C. APPLICANT EXPERIENCE**

1. **Will this be your first external grant application as the lead author?**

*Choose an item.*

1. **If you are not the lead on this proposal effort, describe your role and the nature of your working relationship with the project director, principal investigator, or other personnel involved in the proposed project.**

*Click or tap here to enter text.*

1. **Have you contributed to other grant proposals, whether internal or external? If yes, describe the nature and results of those efforts.**

*Click or tap here to enter text.*

1. **What competitive funding, internal or external, have you received in the past (including as a student, collaborator, co-investigator, principal investigator, or any other role)?**

*Click or tap here to enter text.*

**D. APPLICANT PERSPECTIVE**

1. **Have you personally taken advantage of available proposal development support offered by your organization or by other sources? If so, describe your experiences with grant training and support services.**

*Click or tap here to enter text.*

1. **What do you see as the major barriers and challenges to writing competitive proposals and securing grant support?**

*Click or tap here to enter text.*

**E. PROPOSED PROJECT**

1. **What title would you give your proposed project?**

*Click or tap here to enter text.*

1. **Have you developed a hypothesis statement or elevator pitch for your proposal? If so, provide it here.**

*Click or tap here to enter text.*

1. **In two or three paragraphs, describe the needs you hope to address with grant support.**

*Click or tap here to enter text.*

1. **How much funding do you plan to request?**

*Click or tap here to enter text.*

1. **Have you identified a specific grant competition to which you will submit your proposal? If so, provide the name, and the URL, of the request for proposals, solicitation, and/or competition guidelines here. If no website is available but you have obtained competition information, forward the funding opportunity announcement and guidelines as an attachment to your application email.**

*Click or tap here to enter text.*

1. **Provide a list all potential sponsors of interest, including any grantmaker listed above.**

*Click or tap here to enter text.*

1. **What is your target date for proposal completion? (This may be the funding agency deadline.) Include internal deadlines, if applicable, since some organizations/institutions require completion 10 days or more in advance to allow time for internal approvals, clearances, editing, and compliance checks. If you have not identified a specific grant competition, then provide information on your proposed project timeline, such as a target date for beginning the project.**

*Click or tap here to enter text.*

**F. INSTITUTIONAL SUPPORT**

1. **Will your organization be providing financial support for your retreat participation? If not, you are not required to (but certainly may) submit a letter of support.**

*Choose an item.*

1. **Has your organization/institution made any requests of you related to your retreat participation? For example, have you committed to submitting a grant proposal within an established timeframe, or to delivering a presentation on your retreat experience?**

*Click or tap here to enter text.*

1. **Provide the name, title, department, and relationship of the person writing your letter of support, if applicable.**

*Click or tap here to enter text.*

**G. GOALS**

1. **Provide a brief description of your professional goals, and discuss the role of grantseeking in achieving them.**

*Click or tap here to enter text.*

1. **What are your specific goals for the retreat?**

*Click or tap here to enter text.*

1. **What evidence will you let you know that your work at the retreat was successful?**

*Click or tap here to enter text.*

**H. ADDITIONAL INFORMATION (OPTIONAL)**

**Please provide any information not previously addressed that will be useful in evaluating your application or in assisting retreat planning efforts, including special requests if applicable.**

*Click or tap here to enter text.*