



## Certificate Award in

# Grant Writing and Management

**FALL 2009**

Division of Continuing and Global Education  
Extension Programs Office  
California State University, Fresno  
[www.csufresno.edu/cge](http://www.csufresno.edu/cge) • [cgeinfo@csufresno.edu](mailto:cgeinfo@csufresno.edu)

This intensive and practical program is designed for advanced students and professionals who seek to increase their effectiveness in the dynamic and rewarding field of grant proposal writing and management. This program offers three workshops leading to a certificate: *Basic Grant Proposal Writing*, *Advanced Grant Proposal Writing*, and *Detailed Writing and Review of Grant Proposals*.

Participants interested in earning a certificate must attend all three courses to earn a certificate of completion. After completing the series, you may arrange a consultation with the instructor for the purpose of evaluating your grant proposal.

**This certificate program requires a textbook which is available at the first session of every workshop for a one-time fee of \$35. It will be used for all workshops.**

### Instructor

**Daniel J. Griffin, Ed.D.**, has more than 25 years of experience in grant writing and administering of grant programs. He has written more than 200 successful grant proposals and has extensive experience with local, state, and federal agencies.

*Two optional units of academic credit are available. Participants must register and complete all three courses and an additional six hours of your time will be required to earn the two units.*

*Units: Two • Course: ERA 180T  
Grading Option: Letter Grade or Credit/No Credit  
Fee: \$120 (payable at the first course)*

# Certificate Award in Grant Writing and Management

This registration form may be duplicated as needed.

## Certificate Award in Grant Writing and Management – Fall 2009

### Workshop I: Basic Grant Proposal Writing

This is an introductory course for those who have little or no experience in grant proposal writing. Workshop participants will systematically review various components of a grant proposal. They will also rewrite various grant components to put into practice various styles and formats presented in the class. Students will learn how long it takes to write a grant, how to outline a grant proposal, and when to start writing the proposal. Specific grant components to be covered include: abstract, needs assessment, goals, objectives and activities. Participants are encouraged (but not required) to bring laptops to facilitate rewriting and editing components of grants.

Date: Saturday, August 29, 8 a.m. – 5 p.m.  
Place: Education Building, Room 140  
Class No. 77329  
Units: Non-credit  
Fee: \$190  
*Preregistration recommended by August 19.*

### Workshop II: Advanced Grant Proposal Writing

*Prerequisite: Workshop I*

This is an advanced course that directly builds upon Workshop I. Workshop participants will systematically review the remaining components of a grant proposal. They will also spend extra time rewriting various grant components to gain additional experience in writing and editing. Topics include peer review, proposal scoring and contacting the funding agency. Specific grant components include grant program operation, key personnel, evaluation and budget. If time

permits, we will discuss methods used to search for funding sources. Participants are encouraged (but not required) to bring laptops to facilitate rewriting and editing components of grants.

Date: Saturday, September 12, 8 a.m. – 5 p.m.  
Place: Education Building, Room 140  
Class No. 77330  
Units: Non-credit  
Fee: \$190  
*Preregistration recommended by September 2.*

### Workshop III: Detailed Writing and Review of Grant Proposals

*Prerequisites: Workshops I and II*

This is a course that directly builds upon Workshops I and II. Participants will systematically edit and rewrite grant proposals. They will spend time improving their organizing, writing and editing skills. Topics include identifying and prioritizing potential funding sources, researching the web for data to improve and strengthen the needs section, and how to tie the budget to proposal objectives and activities. Participants are encouraged to bring grant proposals they are working on or have recently completed (not mandatory) to facilitate web searches and rewriting and editing components of a grant proposal.

Date: Saturday, September 19, 8 a.m. – 5 p.m.  
Place: Education Building, Room 140  
Class No. 77331  
Units: Non-credit  
Fee: \$190  
*Preregistration recommended by September 9.*

Name \_\_\_\_\_

Social Security/CSUF ID Number \_\_\_\_\_

Birthdate \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: Day \_\_\_\_\_ Eve. \_\_\_\_\_

Email Address \_\_\_\_\_

Organization \_\_\_\_\_

#### Enclose fees for classes you wish to attend:

Basic Grant Proposal Writing –  
\$190 – Class No. 77329 \_\_\_\_\_

Advanced Grant Proposal Writing – \$190  
Class No. 77330 \_\_\_\_\_

Detailed Writing and Review of Grant Proposals  
\$190 – Class No. 77331 \_\_\_\_\_

Academic credit for ERA 180T – \$120 in addition  
to the 3 classes above \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

#### PAYMENT METHOD:

\_\_\_\_\_ Check/Money order enclosed (payable to  
California State University, Fresno)

\_\_\_\_\_ I authorize the use of my VISA/MasterCard  
(circle one) in the amount of \$ \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

#### MAIL TO:

Fresno State Continuing and Global Education  
5005 N. Maple Avenue M/S ED76  
Fresno, California 93740-8025

**OR CALL FOR INFORMATION: (559) 278-0333**