3-Module Virtual Workshop: Effective Grant Writing

Summary and objectives: The goal of this workshop it to give attendees the necessary skills to successfully compete for grant funding in Japan. This webinar will provide practical insights and strategies to help attendees achieve this goal.

The webinar contains numerous interactive elements and activities to stimulate engagement amongst participants. A workbook will be available for the attendees to download before the webinar begins.

Module 1: Understanding KAKENHI and identifying an important research question

Section 1: Introduction to KAKENHI (45 min)
This introductory section reviews the various KAKENHI grants that are available as well as the review process that is used in evaluating proposals.

Break and Q&A (15 min)

Section 2: Choosing a research topic and evaluating feasibility (30 min)
This section reviews how to select a topic that will be valuable to the field and have broader impacts for future research and/or the society.

Section 3: Preparing effective summaries (20 min)
This section introduces how to prepare effective summaries of a research proposal that will get the attention of funding committees.

Final Q&A (10 min)

Module 2: Writing impressive grant applications

Section 1: Background section (20 min)
This section highlights how to write a clear background to establish context and credibility for the proposal.

Section 2: Aims/purpose (25 min)
This section discusses how to structure the aims of the proposal to address the important research question that has been identified.

Break and Q&A (15 min)

Section 3: Proposed plan/methodology (35 min)
This section reviews how to communicate the study design for the proposed research as well as addressing important limitations that may impact the study. Budgeting will also be reviewed.

Section 4: Preliminary and expected results (15 min)
This final section discusses how to highlight preliminary results that have already been obtained as well as the results that will be expected in the course of the study.

Final Q&A (10 min)

Module 3: Group session (2 weeks after Module 2)

We will schedule a group meeting lasting ~2 hours comprising 5 attendees each along with the trainer. By one week before the meeting, each member will finish writing and submit a summary (<250 words) of their proposed research that:

- Introduces why the topic is currently relevant for their field
- Describes the important research question that needs to be addressed
- Highlights their aims to address this question
- Discuss the expected benefits this project will have for the field and/or society

This summary will be sent to the other members of the group to read one week before the meeting.

During the meeting, each member will have 5 minutes to introduce their proposal followed by 15–20 minutes of discussion with the other attendees and trainer. Immediately after session, the attendees will complete an anonymous feedback form regarding the proposed project and its implications that will be sent to the presenter after the meeting (i.e., each attendee will receive 5 feedback forms; 4 from the other group members and 1 from the trainer).