



# WRITING WORKSHOP

## CGS-M SCHOLARSHIPS

School of Graduate Studies  
The Writing Centre  
Memorial University

November 2021



# LAND ACKNOWLEDGEMENT

We respectfully acknowledge the territory in which we gather as the ancestral homelands of the Beothuk, and the island of Newfoundland as the ancestral homelands of the Mi'kmaq and Beothuk. We would also like to recognize the Inuit of Nunatsiavut and NunatuKavut and the Innu of Nitassinan, and their ancestors, as the original people of Labrador. We strive for respectful relationships with all the peoples of this province as we search for collective healing and true reconciliation and honour this beautiful land together.

We also encourage everyone here today to reflect on the lands where you are located, no matter where in the globe, and the Indigenous peoples for whom those lands are traditional territory



# OVERVIEW

- Eligibility
- Why do some applications receive funding over others?
- Grant writing: do's and don'ts
- CGS-M application formatting
- CGS-M written attachments
- How to build a research proposal
- Proposal examples
- Editing tips
- Writing, Q&A

# ELIGIBILITY

- Canadian citizens/permanent residents and protected persons\*
- Completed (as of Dec 31, 2021), no more than 12 months of full-time studies in the master's program for which you are requesting funding
- Academic Standing: maintained 1<sup>st</sup> class average in last two years MUN GPA 3.5 or better
- Not have held or be currently holding a CGS M scholarship from CIHR, NSERC or SSHR
- Submit a maximum of one scholarship (master's or doctoral) or fellowship application per academic year to either CIHR, NSERC or SSHRC
- Be enrolled in, have applied for or will apply for full-time admission

# ELIGIBILITY

- It is important to remember that departmental or SGS base funding will be replaced by the CGS-M yearly funding as well as a \$5,000 yearly Dean's Excellence Award for successful candidates.
- You cannot hold MUN base funding in addition to the CGS-M award and the Dean's Excellence Award.

# WHY DO SOME APPLICATIONS RECEIVE FUNDING OVER OTHERS?

- Things you **cannot** control:
  - Who is on the CGS-M review committee
  - Whether they are in a positive state of mind when they review your application
  - Whether they have the discipline specific knowledge to critique your application on presentation, idea, and disciplinary knowledge
  - Whether your research is considered a ‘hot topic’

# WHY DO SOME APPLICATIONS RECEIVE FUNDING OVER OTHERS?

- Things you **can** control:
  - Whether you present your idea clearly and with sufficient detail
  - Whether your application is complete
  - Whether you have a unique idea that is achievable in the timeframe allotted (i.e., schedule)
  - Whether you have the necessary resources to complete the project in that time (i.e., resources and budget)

# GRANT WRITING: DO'S

- The easier you make it for the reviewers, the more they want to fund you:
  - Clarity is hugely important
  - Focus (avoid vagueness)
  - Do-able/realistic idea (avoid overambitious research designs)
- Captivate: something that will engage the reader (memorable); bring them in.
- Should be a short narrative, but one that can be followed from beginning to the end (research narrative).
- There must be order to the process: clear structure according to the selection criteria of the grant.
- In short, it should be a realistic, do-able topic that is highly focused and clear to the reviewers.

# GRANT WRITING: DO'S

- Become a student of grant; research what the sponsors strategic plan, research their mandate, know their mission statement, learn the grant specific guidelines, understand the eligibility criteria, and research previously funded projects.
- It is always smart to give the sponsor their language back (i.e., if grant calls for innovative models, describe how your work includes innovative modeling).
- Address fundamental research challenges
- Discuss impact of your research (does it build upon or expand our knowledge? is it capable of making a difference? i.e., breath and scope, advancement of knowledge, betterment of society, etc.

# GRANT WRITING: DO'S

- Organize the attachments using the proper formatting standards, and follow the instructions.
- If it is a team-based project, know your team and think through everyone's responsibilities.
- Test the waters by talking with peers, mentors, etc. Peer review should be completely understandable regardless of discipline (i.e., is it understandable, can you follow what is trying to be done, is it fully explained without reliance on high jargon)?
- Only ever submit your best work – do not do a throw away proposal to see how you would do...
- Give yourself the necessary time to construct a strong application

# GRANT WRITING: DON'TS

- Do not wait until the last minute to start your application – give yourself plenty of time (a month is good, 3 months is better).
- Do not use jargon. Write for a well-educated person who may not be an expert in your field.
- Do not include objectives that are too ambitious in scope and that do not match the objectives of the funding source.
- Do not prepare a proposal with fifty pages of single-spaced text in courier font with no subheadings, bullets, or graphic elements that make a proposal look attractive. Make your **proposal reader friendly**. Use formatting tools to help break the monotony for the reader scoring your proposal.

# GRANT WRITING: DON'TS

- Do not embellish the significance or feasibility of your research. Be honest. Be specific. Experienced grant readers will detect when your descriptions are vague or exaggerated. If you use qualifiers such as “significant,” “excellent,” or “extremely,” justify them with examples.
- Do not submit proposals full of errors. Funders may think that your lack of care and attention to detail will also manifest itself in the implementation of the project. Always thoroughly proofread your proposal. Peer review panels are highly encouraged!
- Do not wait until the last second to submit your application – submit 1-2 days in advance of the deadline to avoid submission issues.

# GRANT WRITING: DON'TS

- Do not get discouraged if your proposal is not accepted by the funding source the first time. Reviewer's comments are often available to help you strengthen your proposal for resubmission. Often you can make some minor revisions and resubmit successfully the next time around.

# APPLICATION FORMATTING

## **General Presentation:**

- Body text in a minimum 12 pt Times New Roman font
- Single-spaced, with no more than 6 lines of type per inch
- All margins set at a minimum of 3/4" (1.87 cm)

## **Your file must meet the following specifications:**

- PDF format (.pdf extension); unprotected
- Maximum file size of 10 mb
- 8 1/2" x 11" (216 mm x 279 mm) or A4 (210 mm x 297 mm)
- Maximum 2 pages

# CGS-M WRITTEN ATTACHMENTS

- Statement of Proposed Research (1pg. max)
- Bibliography for Proposed Research (1 pg. max)

# CECILE BANDENHORST AND THE PROBLEM PURPOSE STATEMENT

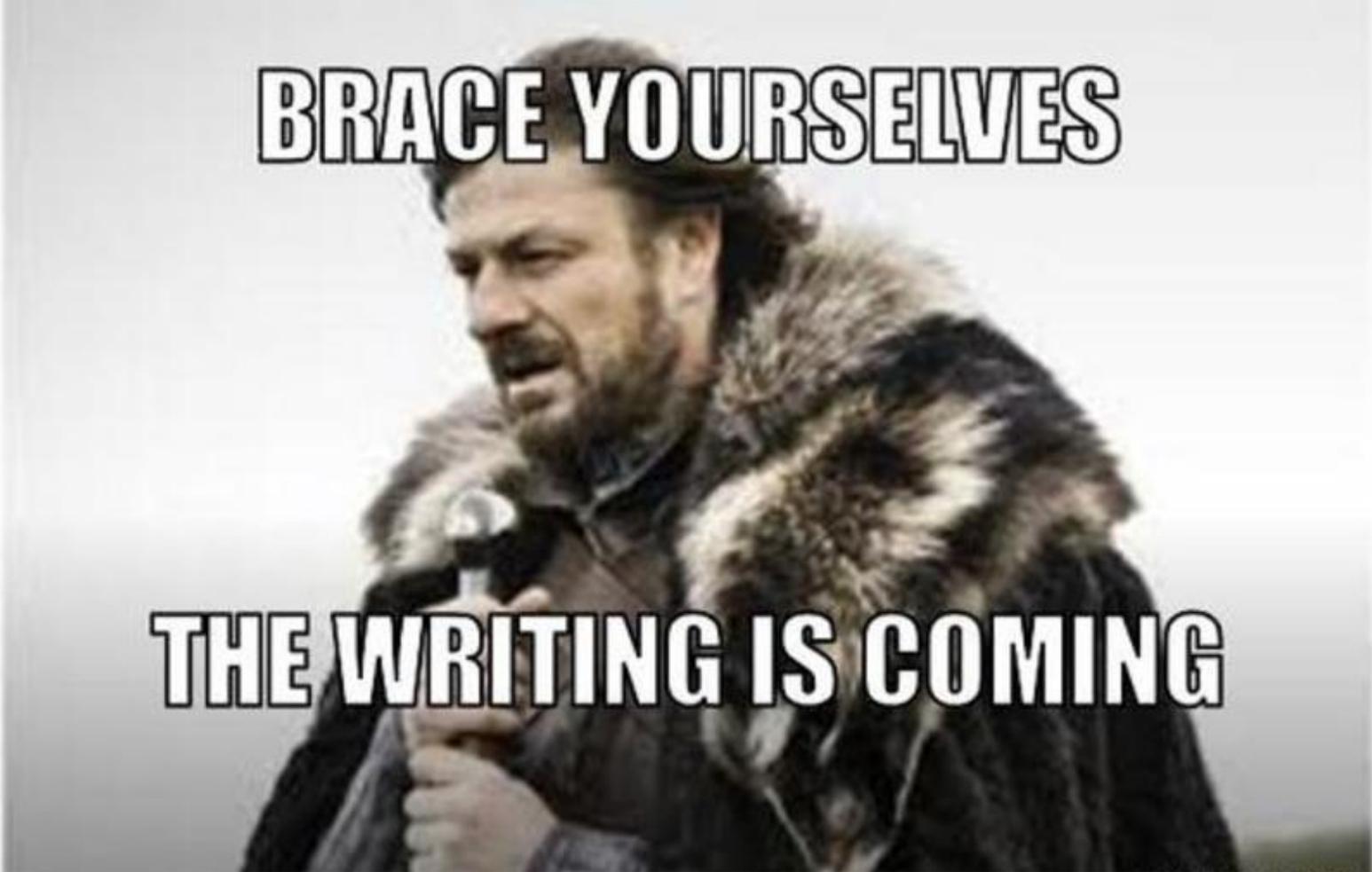


# HOW TO BUILD A RESEARCH PROPOSAL

- **Outline:** You can use section headings, numbers, or add bold letters so the reviewers can find information easily.
- **Context/Background:** Provide background information to position your proposed research within the context of current knowledge in the field. (include citations)
  - Be as specific as possible while keeping in mind that selection committees are multi-disciplinary. Wherever possible, use non-technical terms and avoid jargon. Define any technical or discipline-specific terms.
- **Objectives, Goals, Research questions, Hypothesis:** State the objectives, goals, research questions and hypothesis (related to the research gap identified).

# HOW TO BUILD A RESEARCH PROPOSAL

- **Methods and Theory:** Outline the experimental or theoretical approach to be taken (citing literature pertinent to the proposal) and the methods and procedures to be used.
- Where applicable, address how your research complies with established research-related policies and protocols (e.g., protocols for conducting research respectfully involving and engages the First Nations, Inuit and Métis Peoples of Canada; approvals for research involving the use of humans, animals or biohazards, Sex and Gender based analysis)
- **Discuss the significance of the research and how it addresses the knowledge gap** you have identified. State the significance of the proposed research to a field or fields in the health sciences, natural sciences and/or engineering, or social sciences and/or humanities, as appropriate.
  - Identify potential outcomes and their significance at the local, community, national, or international stages
  - If appropriate, describe the benefit conferred by undertaking your research at the nominating institution (e.g., supervisor/departmental specialization, lab facilities, support structures offered/in place).



**BRACE YOURSELVES**

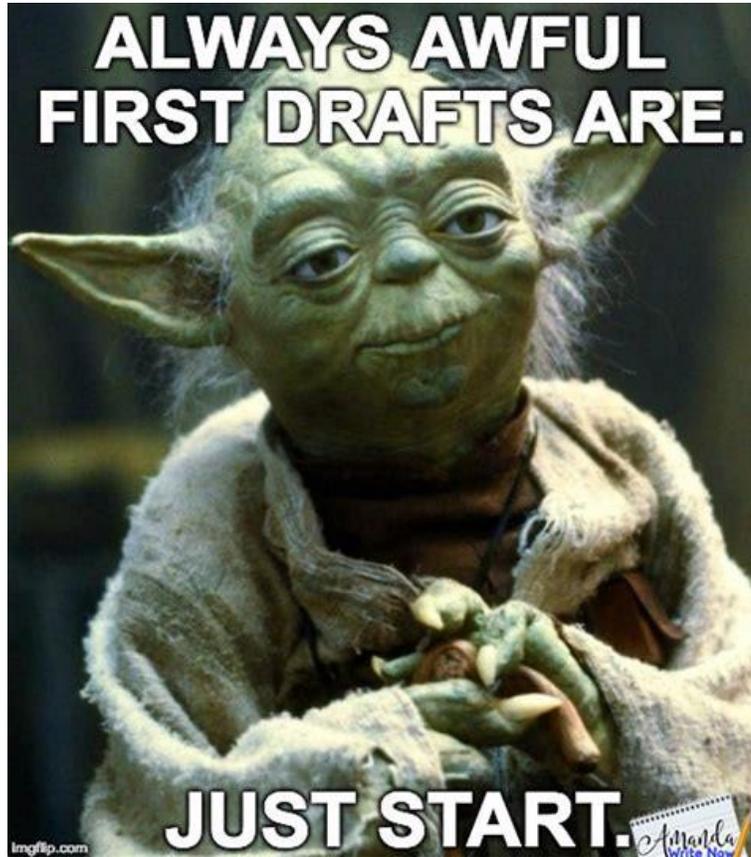
**THE WRITING IS COMING**

# EDITING TIPS

- Make sure to give yourself a few days just for editing. If possible, put aside your final draft for at least 24 hours, and re-read it after the break with fresh eyes.
- Print your written work and read it slowly, out loud, pausing with the punctuation (half breath for commas, full breath for periods). This will help you to identify run-on sentences, improper punctuation, or incomplete ideas.
- ‘Tell it to Grandma’: This is the practice of refining your work using easily accessible language that a public audience, or grandma, or a child, would understand - put simply, stating your ideas or arguments in the clearest possible terms. Applying a ‘tell it to grandma’ approach can help you to better articulate your research findings to a larger audience but it also has the added benefit of helping you refine your own ideas about what you are doing.
- Get feedback!!!

# REMINDERS

- Always keep in mind the plethora of external funding outside of the Tri-council – they may not be prestigious, but they can sometimes be easier to secure and money begets money.
- You will fall off the horse, you will get dusty, get back up and try again = the more you apply, the more likely you will be to succeed.
- Writing numerous applications builds grant writing skills – also requires that you get really clear about your research.



- The Writing Centre offers peer writing tutoring sessions.
- It is a free facility for all Memorial University undergraduate and graduate students who want help with their writing. Their tutors can help students at every stage of the writing process, from brainstorming, to revisions, style, and more.
- Book your appointment through the online booking system on the [Writing Centre website!](#)

Thank you for joining us and all the best with your application preparation!



KEEP  
CALM  
AND  
WRITE  
ON