

Proposal Writing & Grant Management Workshop 2026

May 29 - June 01

Ala Moana Hotel, 410 Atkinson Drive
Honolulu, HI 96814

Friday, May 29th

5 - 7:00 pm

Reception

Welcome , Introductions, Agenda, and Logistics

Saturday, May 30th

7:30 am

Breakfast

8:30 am

Call to Order

Welcome and Opening Remarks (*Frankie, Jeremy, and Scott*)

8:45 am

The NSF/TCUP Program:

Strands, Deadlines, and other Information

Jeremy Guinn, Director of the Intertribal Research & Resource Center, UTTC

9:15 am

Thinking Strategically: Alignment with Institutional Goals.

Frankie Harriss, Hawai'i Mini-Hub Director and Valerie Barko, Kaula'i County Administrator, College of Tropical Agriculture and Human Resilience (CTAHR)

10:00 am

Break

10:15 am

Elements of an NSF TCUP Proposal: Required Components, Strand Specific Elements, and Supporting Documents

Scott Morgan, TCUP Hub Director

10:30 am

Project Summaries: First Impressions - Effective Intellectual Merit and Broader Impact Statements (interactive discussions)

Scott Morgan, TCUP Hub Director

11:15 am

Preparing to Write a Proposal: Goal Setting and Project Design (aligning various activities, components, and project objectives)

Kathy Adair, Director of Development, Bay Mills Community College

Noon

Networking Lunch (interest topics)

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1:00 pm	Small Group Session: Strengthening Proposal Summary	
2:00 pm	Break	
2:15 pm	Designing for Success: Building Evaluation and Reporting Readiness into Your Proposal for Improved Implementation, Feedback, and Reporting <i>Frankie Harriss, Hawai'i Mini-Hub Director</i>	
3:00 pm	Core Principles of Merit Review: Proposal Review Process <i>Jeremy Guinn, Director of the Intertribal Research & Resource Center, UTTC</i>	
3:45 pm	Assignments: Prepare for the Mock Review Panels	
4:00 pm	Q & A	
4:15 pm	Adjourn for the Day	
Sunday, May 31st		
8:00 am	Breakfast	
9:00 am	Call to Order	
9:15 am	Mock Panels: Jeremy Panel 1 Steve Panel 2	Scott Panel 3 Kathy Panel 4
11:15 am	Group Discussion: Panel Derived Insights (Report Out)	
11:45 am	Introductions: Arrival of Workshop Group 2	
Noon	Networking Lunch (Strands)	

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1:00 pm

Overview of Project Fiscal and Fund Management: Allocable, Allowable Costs, and Budget Management
Steve Dupuis, IMSI/AMP Director, Salish Kootenai College

1:45 pm

Writing Compelling Proposals: Finding Your Formula
Jeremy Guinn, Director of the Intertribal Research & Resource Center, UTTC

2:30 pm

Break

2:45 pm

Sponsored Programs SIG
Scott Morgan, TCUP Hub Director

3:15 pm

Maximum Impact, Minimum Stress: Navigating the UH Grant Process
Valerie Barko, Kaua'i County Administrator CTAHR

4:15 pm

Adjourn for the Day (End of Workshop for Group 1)

Monday, June 1st

7:30 am

Breakfast

8:30 am

Call to Order

8:45 am

UH Panel Session. Facilitators: Frankie Harriss, Hawai'i Mini-Hub Director and Valerie Barko, Kaua'i County Administrator (CTAHR).
Panelists: *Victoria Rivera*, Assist. VP, Research Admin. and Compliance, UH; *Ardis Eschenberg*, Chancellor, Windward CC; *Stanford Fichtman*, Asst. Director to the Grants Office, Kapi'olani CC, and *Summer Helms*, Strategic Planning, Grantwriting, and Evaluation.

10:00 am

Break

10:15 am

UH Panel Session. **Facilitators:** Frankie Harriss, Hawai'i Mini-Hub Director and Valerie Barko, Kaua'i County Administrator (CTAHR).
Panelists: *Victoria Rivera*, Assist. VP, Research Admin. and Compliance, UH; and *Brandon Higa*, Director of Resource Development, Kapi'olani CC, and *Summer Helms*, Strategic Planning, Grantwriting, and Evaluation.

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11:15 am	Grant Management in Practice: Key Processes, Pitfalls, and Transitions Scott Morgan, TCUP Hub Director Frankie Harriss, Hawai'i Mini-Hub Director
Noon	Networking Lunch (Strengthening PI Support)
1:00 pm	Funding Your STEM Programs <i>Kathy Adair, Director of Development, Bay Mills CC</i>
1:45 pm	Evaluation and Reporting: Improving Performance and Demonstrating Impact <i>Steve Dupuis, IMSI/AMP Director, Salish Kootenai College</i>
2:30 pm	Break
2:45 pm	Interactive Discussion: Addressing Questions and Key Issues
4:00 pm	Adjourn Workshop