TCUP HUB: DRAFT AGENDA: From Proposal to Practice

Effective Grant Development, Evaluation, and Management

Two-Day Professional Development Workshop | Seattle, February 11–13, 2027

Workshop overview: Hands-on strategies for identifying and interpreting NSF funding opportunities, developing strong project concepts, engaging evaluators early, preparing budgets, and managing and reporting grant activities. Each workshop day can stand alone and may be offered virtually.

Thursday, February 11 | Welcome Reception | 5:30–7:00 p.m.

Welcome, informal introductions, and networking.

Day 1: From Project Idea to Strong NSF Proposal

Time	Session and focus
8:30–9:00	**Welcome and Workshop Overview** Introductions, participant goals, and overview of NSF funding opportunities.
9:00–10:15	**Finding and Interpreting NSF Funding Opportunities** Using the PAPPG, understanding solicitations, eligibility, program priorities, required components, review criteria, and submission requirements.
10:15–10:30	**Break**
10:30–12:00	**Developing a Strong Project Concept** Connect institutional and community priorities to needs, measurable objectives, activities, and outcomes; involve the evaluator early so evaluation is built into project design.
12:00–1:00	**Lunch and Networking**
1:00–2:15	**Designing Effective Evaluation Strategies** Formative and summative approaches, mixed methods approaches, practical measures, appropriate data collection, and community-responsive methods.
2:15–2:30	**Break**
2:30–3:45	**Concept Paper Development Workshop** Apply solicitation requirements, Intellectual Merit, Broader Impacts, and evaluation considerations to a project concept.
3:45–4:15	**Discussion and Day 1 Wrap-Up** Peer feedback, questions, and preparation for Day 2.

Day 2: Budget Development, Grant Management, and Reporting

Time	Session and focus
8:30–9:00	**Welcome and Day 2 Overview** Connections among project design, budgets, implementation, and accountability.
9:00–10:30	**Developing a Strong Grant Budget and Budget Justification** Identifying resources, calculating costs, understanding budget categories, and preparing defensible justifications.
10:30–10:45	**Break**
10:45–12:00	**Integrating the Budget into the Proposal Narrative** Aligning requested resources with objectives and activities, demonstrating feasibility, and avoiding inconsistencies. Gain clear understanding of allowable costs.
12:00–1:00	**Lunch and Networking**
1:00–2:15	**Effective Grant Reporting and Documentation** Tracking progress, documenting accomplishments, reporting outcomes, and addressing challenges.
2:15–2:30	**Break**
2:30–3:30	**Navigating Research.gov** Demonstration of NSF reporting functions, submission procedures, and common challenges.
3:30–4:00	**Practical Applications and Questions** Participant questions and common budget, reporting, and management challenges.
4:00–4:15	**Workshop Wrap-Up and Evaluation** Key takeaways and future professional development needs.