

Winning Teams and Winning Grants

Northeast Regional Workshop Proposal

Description:

The overall goal for this workshop is to assist research/extension teams in attaining higher levels of performance and to enhance the probability of successfully obtaining funding to support the team's goals.

The workshop is designed for groups that are early in the process of becoming a multidisciplinary and cross functional team. These teams should arrive with issue or problem that they will be addressing (or are in the early stages of collaborative team response). Individuals and single investigators may find attending useful, however a significant component to the curriculum is designed for helping teams become high performing and successful at finding supporting resources.

Expected Outcomes:

- Participants will understand the keys to successful collaborations including: (1) What the collaboration is trying to accomplish, (2) Best implementation practices and (3) Best rules of engagement.
- Participants will understand the importance of interpersonal skills, including the role of emotional intelligence, in achieving successful teams and collaborations.
- Each team should leave the regional workshop with a good start on what their team is trying to achieve including strategies to fund their efforts.
- All attendees will receive a Memory Stick with all workshop presentations/documents and a significant number of resource documents on grant writing. Past experience has proven that workshop participants prefer receiving information in a memory stick rather than in a notebook.

Draft Agenda:

Day 1

6:30 am	Breakfast
7:50 am	Welcome - Introductions and Objectives for Workshop
8:30 am	Why Teams and the Art of Collaboration <ul style="list-style-type: none">• <i>Focus and Execution</i>• <i>Real team characteristics</i>• <i>Building Blocks for teams</i>
9:30 am	Break

- 10:00 am The Role of Emotional Intelligence (EQ)
- Learn key concepts in Emotional Intelligence (EQ)
 - Understand the business case for EQ
 - Observe EQ in action
 - Discuss EQ skill techniques
 - Set EQ development goals
- 12:30 pm Lunch
- 1:30 pm Start Developing Your Team ACTION Strategies
- 2:30 pm Break
- 2:45 pm A Framework for Collaboration
- What the collaboration is trying to accomplish
 - Best implementation practices
 - Developing your team Logic Model
 - Best rules of engagement
 - Project Management Best Practices
- 4:30 pm Case Situation Analysis and Group Reports
- 5:00 pm Adjourn for the day
Individual consultations available during the evening
- 5:30 pm Reception

Day 2

- 6:30 am Breakfast
- 8:00 am Focusing on Key Elements of Proposals
- Common Short Comings
 - The Peer Review Process
 - Writing SMART Objectives
 - Examples of Good Objectives from Funded AFRI Projects
 - Project Summaries or Abstracts
 - Budgets
 - Supporting Documentation
- 8:45 am Opportunities for Integrated Team Proposals (Research, Education and Extension)

- Roles for our mission areas (Research, Education and Extension)
- How to clarify roles
- Elements of success within those roles
- Elements of an effective outreach plan

9:30 am Revising Logic Models and Joint Work Products -

- Using the Logic Model
- Joint goals
- Joint work products
- Benchmarks and evaluation
- Logic Model group discussion

10:15 am Break

10:30 am Developing Your Team ACTION Strategies

Each group will work to develop a preliminary action plan that will focus on steps they will use to become a higher performing and more self-directing team.

Members of the training team will work directly with each group.

- Clarifying the purpose of your team.
- Setting measurable objectives
- Identifying joint work products
- Defining success
- Overcoming barriers
- Addressing logistical needs of the team
- Funding and resourcing the team
- Next steps

11:45 pm Lunch

12:45 pm Show Me the Money!

- Accessing Information on Funding Sources and Planning
- Understanding and Working with Foundations
- Using Grants.gov
- Community of Science – COS
- Matching your idea to those of the Agency or Foundation
- Assessing Institutional Support

1:30 pm Developing a Personal Strategic Plan and the Ethics of Grant Writing

- Myths Debunked
- Campaigning your Idea
- Responsible Conduct of Research

The Take Home Message

- The Holy Grail!

2:15 pm Debriefing and Team Diagnostics

- Addressing the challenges ahead
- Taking the next steps

2:45 pm Closing Comments and Evaluation

3:00 pm Adjourn

Location: TBD

Dates: TBD

Staffing:

Presenters: Arlen Leholm
 Robin Shepherd
 Mike Harrington

Hosts: Linda Kay Benning
 Dan Rossi

Support: Rubie Mize

Estimated Budget:

Expenses assuming 60 participants:

Presenter honoraria:	3 @ \$1500 = \$ 4,500
Presenter travel:	3 @ \$1000 = \$ 3,000
Emotional Intelligence Books:	60 @ \$40 = \$ 240
Other Supplies:	\$ 100
Meals, Break, Reception:	66 @ \$200 = \$13,200
Total Expense:	\$17,840

Registration Fee: \$350