



UTAH VALLEY UNIVERSITY

OFFICE OF SPONSORED PROGRAMS

SUMMER 2026 GRANT WRITING SEMINAR

FULL PROGRAM SCHEDULE

June 9, 11, 16 & 18, 2026

DAY 1 | Foundations of Grant Development

Tuesday, June 9 | KB 405

9:00 AM — Welcome | *Curtis Pendleton*

- Brief introductions

9:15 AM — Opening Remarks | *Daniel Fairbanks*

- Overview of role and involvement in research and sponsored programs
- Leadership perspective on advancing research at UVU
- How grant funding has shaped career and institutional impact

9:30 AM — Follow-Up Remarks | *Curtis Pendleton*

- Key themes and expectations
- Overview of seminar structure and goals

9:35 AM — Logic Models & Project Summaries for Grant Projects | *Ethan Sproat*

- Developing clear project goals and outcomes
- Building effective logic models (inputs, activities, outputs, outcomes)
- Aligning project summaries with funder expectations

10:15 AM — Break

10:30 AM — Reading and Interpreting an RFP | *Curtis Pendleton & Ethan Sproat*

- Identifying key requirements and evaluation criteria
- Understanding funder priorities and language
- Common pitfalls and how to avoid them

11:15 AM — Elements of a Literature Review for Grant Projects | *Rich Paustenbaugh*

- Establishing need and context
- Synthesizing relevant research effectively

- Citing evidence to strengthen proposals

12:00 PM — Lunch

1:00 PM — Grant Search Basics | *Ethan Sproat*

- Overview of major funding databases and tools
- Developing effective search strategies

1:45 PM — Exploring Foundation Funding | *Kathryn Johnson & Sheldon Sumpter*

- Identifying foundation funders aligned with your project
- Using Raiser's Edge NXT and other tools
- Understanding foundation giving patterns

2:10 PM — Follow-Up Remarks on Foundations | *Curtis Pendleton*

2:30 PM — Break

2:45 PM — Using AI in Grant Development | *Curtis Pendleton & Ethan Sproat*

- Brainstorming and refining project ideas
- Drafting and editing proposal components
- Ethical considerations and best practices

3:45 PM — Wrap-Up & Q&A

DAY 2 | Compliance, Budgets, and Institutional Processes

Thursday, June 11 | KB 405

9:00 AM — Welcome & Day Overview | *Curtis & Ethan*

- Brief introductions

9:15 AM — Budgets for Grant Projects | *Alex Hartvigsen*

- Direct vs. indirect costs
- Building accurate and compliant budgets
- Common budget justifications and pitfalls

10:45 AM — Break

11:00 AM — IRB & Research Ethics | *Julie Salevurakis*

- Human subjects research requirements
- When IRB review is required
- Common compliance considerations

11:30 AM — University Data

- Accessing institutional data for proposals
- Using data to strengthen need statements
- Coordinating with campus data offices

12:00 PM — Lunch

1:00 PM — Grants Accounting

- Working with university finance offices

1:20 PM — Follow-Up Remarks on Grants Accounting | *Alex Hartvigsen*

- Maybe introduce Dee and Patti as part of this section
- Working with university finance offices

1:45 PM — Technology Transfer & Intellectual Property

- Quantitative, Qualitative; Formative, Summative / Examples
- Working with tech transfer offices
- Disclosures and commercialization pathways

2:30 PM — Break

2:45 PM — Grants Administration & Avoiding Fraud | *Alex Hartvigsen*

- Roles and responsibilities in grant administration
- Common compliance risks and red flags
- Best practices for maintaining integrity

3:30 PM — Why Would People Give You Money? | *Curtis Pendleton*

- Framing impact and significance
- Aligning your project with funder priorities
- Communicating value clearly and persuasively

3:55 PM — Wrap-Up & Q&A

DAY 3 | Introduction to Grant Proposal Writing

Tuesday, June 16 | KB 405

9:00 AM — Welcome | *Curtis Pendleton*

- Brief introductions

9:15 AM — Introduction to Grant Proposal Writing | *Janis Raje*

- Four Critical Quadrants
- Types of Proposals
- Getting Started Strategies
- General Outline of a Major Proposal Narrative

10:15 AM — Break

10:30 AM — Persuasive Grant Proposal Writing | *Janis Raje*

- Audience Awareness
- Focused vs. Unfocused Facts
- Persuasion through Organization

12:00 PM — Lunch

1:00 PM — Teamwork Time - Review Proposal Summaries | *Ethan Sproat*

- Review your one-page summaries
- Discuss the strategies you will use for your intended audience(s): program officers, UVU administrators, partners, etc.

1:30 PM — Writing Short Proposals & Foundation Proposals | *Janis Raje & Curtis Pendleton*

- Letters of Inquiry
- Letter of Intent
- Online Application

3:00 PM — Break

3:15 PM — Grant Examples that Have Made a Difference at UVU | *Curtis, Janis, & Ethan*

Assignment: Describe in detail the problem(s) or need(s) to be addressed by your proposal. Cite supporting evidence as appropriate.

DAY 4 | Writing a Grant Proposal

Thursday, June 18 | KB 405

9:00 AM — Follow-Up Q&A | *Curtis Pendleton & Janis Raje*

- Any questions from previous sessions or topics.

9:15 AM — Need/Purpose for the Project/Research | *Janis Raje*

- Statements of the need or problem
- Identifying the gap
- Claim, evidence, warrant

- Activity – Revise and share problem, statements

10:30 AM — Break

10:45 AM — Goals, Objectives and Activities | *Curtis Pendleton*

- Goal and Objective models
- Activity – Write goal and objective statements; share within groups

12:00 PM — Lunch

1:00 PM — Plan of Operation, Methodology, and Management Plan | *Janis Raje*

- What will be done; How will it be done and by whom
- Why will it be done this way (justification and rationale)
- Activity – Make a list of things you will want to include in your project plan section.
- Roles and responsibilities – (organizational structure & key personnel)
- Timetables
- Activity – draft a timeline; what strategy could you use to organize it
- Sustainability & Dissemination

1:45 PM — Evaluation | *Curtis Pendleton*

- Quantitative, Qualitative; Formative, Summative / Examples
- Activity – Write an evaluation for two of your objectives; share within groups

2:15 PM — Supporting Documents in Grant Proposals | *Janis*

- Abstract, Project Summary, Project Aims
- Facilities, Equipment and Other Resources
- Letters of Commitment and Support

2:45 PM — Break

3:00 PM — Panel of Grant Recipients & Reviewers | *Curtis Pendleton*

Thank you for joining us for the Summer 2026 Grant Writing Seminar. We appreciate your participation and look forward to supporting your continued success in grant development.

(Please download the [Seminar Resource Guide](#)—available on the event webpage—for resources organized by session.)