

**AGENDA**

**Meeting Goals:**

The Chancellor’s Office seeks to provide support to the service-learning leaders of our 23 campuses in this working session and throughout the creation and submission process for one grant proposal selected by the participants. Goals include:

1. Become informed about external funding opportunities and the resources available to help search for additional opportunities;
2. Develop at least one grant proposal during the 2008-2009 AY;
3. Assist first-time grant writers to become more knowledgeable and comfortable with grant writing;
4. Help participants understand their individual campus grant submission processes by working with Sponsored Programs offices before, during and after the grant writing session;
5. Expand campus partnerships by allowing campuses to bring a partner from another department or the community to join as a grant writer on the proposal;
6. Build on strategies for fund development presented during year one of the Surdna training; and
7. Create successful grant proposals.

**Thursday, November 13**

<b>9:30 am</b>	<b><i>Check-in and Morning Coffee Reception</i></b>  Note: Questions for program officers should be submitted before 12pm to Judy or Beth on the 3x5 index cards provided.	Chancellor’s Office Wallace Room
<b>10:30 am</b>	<b><i>Welcome and Workshop Purpose</i></b>	Wallace, 1 <sup>st</sup> Fl  Elluminate Webinar (for remote participants)
<b>10:35 am – 10:45 am</b>	<b><i>Brief Introductions of Campus Teams</i></b>	Wallace, 1 <sup>st</sup> Fl
<b>10:45 am – 11:00 am</b>	<b><i>Overview of:</i></b> <ul style="list-style-type: none"><li>• National Science Foundation</li><li>• National Endowment for the Arts</li><li>• U.S. Department of Education</li></ul>	Wallace, 1 <sup>st</sup> Fl
<b>11:00 am – 12:00 pm</b>	<b><i>Team Assignment #1</i></b>  Clarify proposal goals and objectives with your campus team members or with your colleagues from another CSU campus if you are the sole representative from you campus and interested in developing a regional consortia grant proposal.  <b><i>Working Lunch</i></b> (Lunch will be available at 11:30 am. You can eat during the calls with program officers.)	Wallace, 1 <sup>st</sup> Fl Coronado, 1 <sup>st</sup> Fl Computer Lab, Rm. 310

<p><b>12:00 pm</b></p> <p><b>12:10 pm – 12:30 pm</b></p> <p><b>12:30 pm – 12:50 pm</b></p> <p><b>12:50 pm – 1:10 pm</b></p> <p><b>1:10 pm – 1:30 pm</b></p>	<p><i>Conversations with Grant Program Officers (by telephone)</i></p> <p>Please reference the RFP guidelines in your packet. Questions for program officers should be submitted to Judy or Beth before 12pm. Additionally, if you have questions in response to information shared by the program officer, please write the question on an index card and raise your hand for Judy or Beth.</p> <p><b>U.S. Department of Education</b>  <i>--Interventions for Struggling Adolescent/Adult Readers and Writers</i>  Elizabeth Albro, Education Research Analyst</p> <p><b>National Science Foundation</b>  <i>--Course, Curriculum, and Laboratory Improvement (CCLI)</i>  Dr. Russell Pimmel, Lead Program Director</p> <p><b>National Endowment for the Arts</b>  <i>--Grants for Arts Projects: Learning in the Arts for Children and Youth</i>  Daniel J. Beattie, Arts Education Specialist</p> <p><b>U.S. Department of Education</b>  <i>--Migrant Education Even Start</i>  Donna Marie Fekete, Program Officer</p>	<p>Wallace, 1<sup>st</sup> Fl</p>
<p><b>1:30 pm – 1:40 pm</b></p>	<p><i>Large Group Debrief</i>  Insights gained from phone calls</p>	<p>Wallace, 1<sup>st</sup> Fl</p>
<p><b>1:40 pm – 3:45 pm</b></p>	<p><i>Team Assignment #2</i></p> <p>Individuals, campus, and consortia teams should use this time to make progress on at least one of the following components: 1) grant proposal outline; 2) grant proposal summary or abstract; 3) grant proposal budget; 4) building a realistic proposal preparation schedule.</p> <p>Chancellor’s Office staff will be available to answer questions and assist teams during this time.</p>	<p>Wallace, 1<sup>st</sup> Fl  Coronado, 1<sup>st</sup> Fl  Room 310  (computer lab)</p>
<p><b>3:45 pm – 4:00 pm</b></p>	<p><i>Workshop Wrap-Up and Next Steps</i></p> <p>Summarize by campus team, progress and decisions made; set next steps.</p>	<p>Wallace, 1<sup>st</sup> Fl</p>