The Dos and Don’ts of Writing Grant Applications

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The Timeline

- October--GRF submission deadlines
- November--Assign first and second readers
- December--Assign reviewers
- January to April--Review, initial assessment
- June--RGC meeting for past grant assessments, decision on current grants, ...
Before Writing

• Do consider your time-table... Start early!
• Don’t stray away too far from your track record
• Do build up your network... Consider partnerships?
• Don’t shy away from administrative duties
• Don’t guess--Ask!
During Writing

• Do be concrete, practical, and feasible
• Don’t be vague and overly speculative
• Do make sure application compliance--following the guidelines
  • Format, page length, approvals, CV, ...
• Don’t leave blank spaces in the application--use all available spaces
The Application

• Do be clear and concise in the aims, objectives, outcomes, ...

• Do answer
  • What is the significance and relevance?
  • Where is the innovation and benefit?

• Do address all possible weaknesses

• Do be able to validate your work

• Don’t be shy in referencing your own work
The Application

• Do consider your **audience**
  • May or may not be experts in your field
• Don’t excessively use **jargons** and unexplained **acronyms**
• Don’t underestimate the importance of **aesthetics**--graphs, tables, figures, format, style, fonts, size, ...
The Application

- Don’t add *excess* materials not related to the application
- Don’t squeeze *too much* information
- Do **PROOFREAD** your application
- Do add **ALL** entries for reviewers
The Budget

• Don’t put down *general computing* support
• Do include *specialized* equipment
• Do *justify* items reasonably
• Do *maximize* the budget... don’t over-blown or under-cut
After Writing

- Do keep your portfolio updated...
  - Update your grant, CV, awards, website, ...
- Do consider other opportunities
  - NSFC/RGC, Germany/HK, Croucher, ...
- Do accept grant review requests
- Do make suggestions/feedback to RGC
- Don’t give up and keep trying...
Reasons For Failure

• Objectives are too broad and unrealistic
• Methodology is not structured or systematic
• Lack of original ideas, motivation, justification, validation, ...
• Not following guidelines
• Not declaring multiple submissions
• Poor track record
Assessment

• Make sure to submit annual reports
• Make sure to acknowledge the grant
• Make sure to produce relevant publications

*Praebedo in Excellentia!*