

## **Atoifi TDR Research Capacity Strengthening Workshop: Writing a Successful Research Application**

**Atoifi Adventist Hospital, 16-19 June 2014**

This Second Atoifi-TDR Research Capacity Strengthening Workshop will focus on how to write successful applications for funding. Although the topic is health research, the information presented and skills learnt can be used to increase the quality of any funding application; for example, research in other disciplines (education) or funding for activities by community organizations, NGOs or individuals (e.g., scholarship applications).

The workshop has a very practical goal in mind. Atoifi Adventist Hospital is making 10 research grants for a maximum of \$200 each. This is to support practical research by staff and community members that has the potential to improve the lives of residents of East Kwaio. Attend the workshop and write your own application to get funds for you or your team's project.

Details about the AAH research grants will be provided at the workshop.

### **Learning Outcomes**

At the end of this workshop, you or your *project team* will be able to:

- Discuss the key points from Workshop 1 *Project Planning and Management*
- Discuss when research funding is needed and when research can be done without funding
- List the components of a funding application
- Write Background and Significance for a funding application
- Conduct a review of the literature
- Create a project budget and do a budget justifications
- List the parts of a personal track record for grant applications
- Write a CV (*curriculum vitae*) and modify it for particular grant applications

**Course Length:** 4 days

**MONDAY 16.6.14 (Day One)**

Session topics: Workshop 1 review & Grant applications	Time	Facilitators	Activities	Resources Required
<p><b>Welcome and introduction</b> to workshop, Tropical Disease Research (TDR), team members, fellow participants (including attendance sheets).</p> <p><b>Intro to structure of workshop:</b> AAH Research Grants, develop an application for funding, use of Pijin</p>	9-9:30am AND 7:00-7:30pm	Rick and Humpress	Discussion	
<p><b>Review of Workshop 1:</b> What is research, SMART objectives, Gantt charts; making a Gantt chart for Workshop 2; ethics; collaboration</p>	9:30-10:30 AND 7:30-8:00pm	David (morning) Rick & Humpress (night)	Presentation Discussion	Laptop; data projector; whiteboard
<p><b>Applying for funds to do research:</b> Doing research with no / minimal funds; why apply for funding; structure of a research funding application</p>	11:15-11:45am AND 8:00-9:15pm	Rick, Peter, Humpress	Presentation Discussion	Butchers paper & pens; laptop; data projector; whiteboard
<p><b>Evaluate</b> Workshop session: Into to evaluation methods (quantitative &amp; qualitative)</p>	11:45-12 noon AND 9:15-9:30pm	Humpress	Participants do evaluation	5 buckets with numbers & 50 stones; One Minute Reflection forms
<b>LUNCH BREAK</b>				
<p><b>PRACTICAL SESSIONS</b> (working on actual research funding applications for teams or individuals)</p>	2:00-4:00pm	ALL researchers	Work on group and individual projects	Butchers paper & pens Laptops; data projector

## TUESDAY 17.6.14 (Day Two)

Workshop Topic: Understanding the Background / Literature Review	Time	Facilitator/s	Activities	Resources Required
Review Evaluation from Day One	9:00-9:15am AND 7:00-7:15 pm	Humpress, Rick	Presentation & discussion	Evaluation results day 1; Laptop; data projector
<b>Background and Significance for Funding Applications:</b> Telling a story to set the scene; what's expected	9:15-10:00 am AND 7:15-8:00 pm	Rick, Peter	Presentation & discussion	Laptop; data projector; whiteboard
<b>Literature reviews:</b> why do a lit review; types; how to do a lit review; searching for publications; PRISMA; components; writing the review	10:00-11:45 am AND 8:00-9:15 pm	Rick, Peter	Presentation & discussion	Laptop; data projector; whiteboard; butchers' paper and pens; internet access; PRISMA checklist
<b>Evaluate session</b>	11:45-12:00 noon AND 9:15-9:30 pm	Humpress	Participants do evaluation	5 buckets with numbers & 50 stones; One Minute Reflection forms
<b>LUNCH BREAK</b>				
<b>PRACTICAL SESSIONS:</b> Doing a literature review for your application	2:00-4:00pm	ALL researchers	Work on literature review	Internet access; laptop & data projector; butchers' paper and pens

## WEDNESDAY 18.6.14 (Day Three)

Workshop Topic: Managing budgets	Time	Facilitator/s	Activities	Resources Required
Review evaluation from Day Two	9:00-9:15am AND 7:00-7:15pm	Rick, Humpress	Presentation & discussion	Evaluation results day 2; Laptop; data projector
<b>Budgeting for research:</b> Key budget principles for accountable project management; constructing a budget; importance of accurately estimating activities and timelines	9:15-10:15 AND 7:15-8:15pm	Peter, Rick	Presentation & discussion	Laptop; data projector; whiteboard; butchers' paper & pens
<b>Budget justification;</b> Managing a budget	10:15-11:45 AND 8:15-9:15pm	Peter, Rick	Presentation & discussion	Laptop; data projector; whiteboard; butchers' paper & pens
Update Workshop 2 Timeline and evaluate the Workshop session	11:45-12 noon AND 9:15-9:30pm	Humpress	Participants do evaluation	5 buckets with numbers & 50 stones; One Minute Reflection forms

**Writing a Successful Research Application, Atoifi 16-19 June 2014**

<b>LUNCH BREAK</b>				
<b>PRACTICAL SESSIONS:</b> Making a budget for your project, home, or organisation	2:00-4:00pm	ALL researchers	Work on budget	Butchers' paper & pens; laptop & data projector; Excel budgeting template

**THURSDAY 20.3.14 (Day Four)**

<b>Workshop Topic: Writing a CV (<i>curriculum vitae</i>)</b>	<b>Time</b>	<b>Facilitator/s</b>	<b>Activities</b>	<b>Resources Required</b>
Review Evaluation from Day Three	9:00-9:15am AND 7:00-7:15pm	Peter	Presentation & discussion	Evaluation results day 3; Laptop; data projector
<b>Track record:</b> Importance of track record in grant applications; components	9:15-10:15 7:15-8:15pm	Rick, Peter	Presentation & discussion	Laptop; data projector; whiteboard; butchers' paper & pens
<b>CV:</b> Purpose; who is it written for; what to include; executive summary; keep a record of what you do	10:15-11:45 AND 8:15-9:15 pm	Rick, Peter	Presentation & discussion	Laptop; data projector; whiteboard; butchers' paper & pens
Evaluate the workshop (overall)	11:45-12:00 noon AND 9:15-9:30 pm	Humpress, Relmah	Formal evaluation	Evaluation sheets; nominated leaders
<b>LUNCH BREAK</b>				
<b>PRACTICAL SESSIONS:</b> Writing your own CV	2:00-4:00pm	ALL researchers	Writing personal CVs	Laptop; data projector; whiteboard; butchers' paper & pens

\* Approach to workshop facilitation- small and strong (not overwhelming); a certificate of Participation will be presented to participants who have attended