



FIORINI & ASSOCIATES

Proposal Consultants

<https://www.fioriniandassociates.com/>

Fiorini & Associates
507 Springbrook Lane
Wayne, PA 19087

e.fiorini@fioriniandassociates.com
484-919-2540

Fiorini & Associates Workshops

2023

Fiorini & Associates (F&A) works with clients to craft proposal development workshops customized to meet current grant-writing needs of individuals and organizations.

General workflow

Initial consultation to discuss client's preferred format, style, and content options.

- Live or self-paced online, in-person, or hybrid format
- Session style: webinar/seminar (longer presentation and discussion), workshop (shorter presentation followed by time for participants to do work, e.g. in breakout rooms)
- Content – pre-submission (strategy and sourcing, partnerships, budgeting, etc.), post-submission (adjustments, assessments, reporting, etc.), long-term planning to increase likelihood of future awards
- Desired outcomes for workshop participants

F&A builds the workshop while the client recruits participants

- Client schedules dates/times, physical rooms (as needed), Zoom meetings (as needed)
- F&A drafts workshop 'advertisements' for the client
- F&A drafts a pre-workshop questionnaire, client sends to participants 2-4 weeks in advance of start date
- F&A adjusts workshop content based on participant responses
- Client determines whether ancillary materials or services will be desired, such as populating a learning management system

F&A delivers the workshop

- As participants raise questions/issues, adjustments are made as reasonably possible
- If F&A cannot fully address a complex question on the fly, we follow up within a few days

F&A obtains feedback from client and/or workshop participants

Two recent workshop examples are included below:

EXAMPLE 1 (2022): Private liberal arts university

Client scheduled 7 weekly 1.5-hour sessions. Hybrid sessions were organized so that participants could attend on-site or video conferencing as desired. F&A populated a learning management system (Canvas) course for participants to use as a resource during the workshop and beyond.

Week 1: Workshop Overview and Mock Proposal Review

Week 2: Formation & Blueprint

- Working portion: Begin a proposal blueprint or concept paper using a template provided by F&A

Week 3: Establishing A Foundation; Budget as a Planning Tool

- Continue work on blueprint or concept paper
- Breakout rooms (on-the-ground and virtual) by area of interest

Week 4: Panel Discussion

- Panelists included F&A associates and two guests with successful foundation and Federal proposals (DoD, NIH, NSF, USAID), peer review experience (NSF, NIH, foundations); and program evaluation
- Questions/issues/scenarios came from workshop participants

Week 5: Narrative and Other Proposal Parts

- Draft a narrative and budget in breakout rooms

Week 6: Submission and After

- Work on narrative, budget, other parts (if desired) in breakout rooms

Week 7: Proposal 'Speed Dating'

- Participants share draft proposal outline, group conducts a mini-peer review
- Each proposal idea gets 5-8 minutes for presentation, mini-review, next steps

EXAMPLE 2 (2022): A Professional Science Society

Client scheduled 3 one-hour webinars held 3 consecutive weeks. As video conferencing host, client recorded the F&A presentation portion (but not the live discussion) each week, and later posted recordings on their Association Management System for Society member access.

Week 1: Funding Types and Sources for Society members

- Overview of sources and types (Federal, foundation, industry, etc.)
- Grants dot gov search examples
- Grants, contracts, cooperative agreements
- Open Q&A

Week 2: (NIH) proposal development, submission, review; post-award matters

- Emphasis on NIH practices but relevant to other funding sources
- Q&A with guest panelist who has 40+ years of experience with NIH, DoD, foundation study sections
- Sample discussion questions: How much preliminary data is needed? How important are the budget and justification to funding decisions? What are common errors found by reviewers? What if my proposal is triaged?

Week 3: (NSF) proposal development, submission, review; post-award matters

- Emphasis on NSF practices but relevant to other funding sources
- Q&A with guest panelist who has 40+ years of experience as an NSF division director, university president, university grants program creator, board and task force member
- Sample discussion questions: Which NSF proposal types are of greatest interest to science society members? Do NSF solicitations support SBIR/STTR? Does NSF support international research collaborations?