Techniques for Preparing an Efficient, Effective Grant Proposal

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What we will cover

- NIH requirements
- Techniques for improving readability
- Writing tips
NIH requirements for R01s

- Pages and margins
- Typeface and line spacing
- Readability
Length limits

Summary/Abstract: 30 lines of text
Narrative: 3 sentences
Specific Aims: 1 page
Research Strategy: 12 pages
Biographical Sketch: 5 pages
Page size and margins

Page size: no larger than standard letter size (8.5 x 11 inches)

Margins: at least 0.5 inch on all four sides of the page
Typeface

- Arial
- Georgia
- Helvetica
- Palatino Linotype

Size: 11-point or larger
Density: ≤15 characters and spaces per linear inch
Spacing: ≤6 lines per vertical inch
SECTION HEADING

Subsection Heading

Sub-subheading

**Subsection Heading.** This is a paragraph with an indented subsection heading justified to the left margin. The indentation leaves a little less room for text.
1. SECTION HEADING

1.A. Subsection Heading

1.A.1. Sub-subheading

or

1.A.1. Sub-subheading
Making key points stand out

• **Underline**

• *Italics*

• **Boldface**

• **Text color**
Figures and tables

• Size and format

• Placement in the narrative
  – Text wrapping
  – Alignment
  – Visibility
  – Grouping
Size and format

- Fonts: 8- or 9-point fonts
- Distinct colors
PDF conversion

• Inspect the PDF before submission
  – Check the font size
  – Check the figures
Grantwriting tips

• Organize information logically
• Use a direct, clear writing style
  – Use topic sentences
  – Use consistent terminology
  – Avoid wordiness
  – Avoid jargon
  – Mind your abbreviations
• Get help
Scientific Publications

- http://inside.mdanderson.org/departments/scipub/
- Tel: 713-792-3305
- E-mail: scientificpublications@mdanderson.org
- Location: Mid Campus Building 1
Robertson JD, Russell SW, Morrison DC. The Grant Application Writer’s Workbook, National Institutes of Health Version. Buellton CA: Grant Writers’ Seminars and Workshops; January 2018.
