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August 18, 2017

**MEMORANDUM**

**TO:** Deans  
**FROM:** Rex D. Ramsier  
**RE:** NSF/NIH proposal-writing seminar  
**COPY:** George Chase  
Phil Allen

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A seminar on NSF/NIH proposal-writing will be held on December 1, 2017 at Kent State College of Podiatric Medicine. The name of the seminar is "Write Winning Grant Proposals," and it will be offered by Grant Writers Seminars and Workshops. The seminar will begin at 8:30 a.m. and will conclude at 4:30 p.m. The venue holds 100 attendees and UA is invited to send 20 attendees (more seats may be available if some of the other participating universities send fewer than 20). Registration cost depends on the final number of registrants. If 100 people register the registration cost per person is \$100. There is also an \$85 book to be purchased.

UA encourages faculty to attend, especially new faculty, to improve their proposal writing skills. However costs to attend must be covered by the faculty (e.g. startup or professional development funds), colleges, or units.

Deans and unit directors are asked to submit names by September 22, 2017 of people from their respective colleges to attend. If campus-wide we have more than 20 people, then priority order will be given to:

1. untenured faculty
2. faculty members without an NIH or NSF grant
3. post-docs/visiting scholars who will write grants for work at UA
4. any other faculty member, and
5. other employees

Thank you in advance for your support of our faculty and the research mission of UA. Please send your nominations to Patti Huth at [phuth@uakron.edu](mailto:phuth@uakron.edu).