

Grant proposal writing

SKILLS&TOOLS ACADEMIC SHORT COURSE 2025

Target groups for the course: Graduate and postgraduate students, early career researchers, Lecturers, consultants, and researchers

Universities: The courses shall be offered online at the University of Zambia and University of Malawi and be open to both students and non-student eligible members of the public.

Course format: The Course shall be offered using online platforms and in English.

Course plan – overview (4 weeks duration):

UNIT 1: Introduction to Grant Writing (5 hrs)

- Overview of the grant writing process.
- Types of grants.
- Identifying funding sources.

UNIT 2: Feasibility Assessments (3 hrs)

- Eligibility screening,
- Understanding Funder Priorities
- Understanding evaluation criteria,
- Application formats
- Assembling of a team

UNIT 3: Proposal Structure and Key Components (10 hrs)

- Executive Summary: Crafting a compelling opening.
- Statement of Need: Identifying and articulating the problem.
- Project Description: Developing goals, objectives, methods, and timelines.
- Impact pathway: Theory of Change
- Methodology: Designing methods and metrics to measure success.

UNIT 4: Writing Techniques and Best Practices (5 hrs)

- Writing clearly, concisely, and persuasively.
- Avoiding jargon and technical language.
- Storytelling techniques to engage funders.
- Formatting and

UNIT 5: Budgeting (5 hrs)

- Preparing detailed budget breakdowns.
- Understanding direct vs. indirect costs.
- Creating a budget narrative that aligns with project goals.

UNIT 6: Curriculum Vitae, Submission and Follow-up (2 hrs)

- Assembling the proposal package.
- Reviewing for completeness and compliance.
- Post-submission follow-up and funder communication.

UNIT 8: Ethical Considerations in Grant Writing (2 hrs)

- Transparency and accuracy in proposals.
- Avoiding conflicts of interest.
- Ensuring accountability and ethical project management.

UNIT 9: Collaboration (3 hrs)

- Building research networks/collaborations
- Strategies to nurture and manage networks
- Strategies of mutual benefit from collaborations

Course teaching team:

Teaching team members and topics to be taught

Name and contact	Gender	Roles and Units to be taught	Institutional Affiliation
1. Dr. Progress Nyanga	Male	Lead teacher and coordinator UNIT 1: Introduction to Grant Writing (5 Hrs) Budgeting (5 hrs)	CURP- University of Zambia
2. Prof. Wilmer Nchito	Female	Expert in urban studies and transport planning. She will teach UNIT 4: Writing Techniques and Best Practices (5 Hrs)	CURP- University of Zambia
3. Dr. Gilbert Siame	Male	Expert in Grand proposal writing and Urban planning. He will teach Proposal Structure and Key Components (10 Hrs)	CURP- University of Zambia
4. Dr. Progress Choongo	Male	Teacher and expert in Project planning and Management. He will teach UNIT 6: Curriculum Vitae, Submission and Follow-up (2 hrs)	Copperbelt University
5. Dr. Inonge Milupi	Female	Teacher and expert on Ethics and curricular development. Will Teach UNIT 2: Feasibility Assessments (3 Hrs) and UNIT 8: Ethical Considerations in Grant Writing (2 hrs)	School of Education- UNZA
6. Evance Evan Mwachungu	Male	Teacher and expert in grant writing and spatial planning. He will teach UNIT 9: Collaboration (3hrs)	University of Malawi

Course Duration: 4 weeks of 10 hours per week on average.

Participants' qualifications: Minimum of tertiary education is needed and no prior knowledge of grant proposal writing is needed.

Interactivity/feedback from students: Interaction with students shall be through virtual platforms, Learning platforms, emails and telephone calls.

Time plan and frequency of implementing the course (number of cohorts): the courses shall be offered twice a year in June and December of 2025. For June intake the registration opens on 1st January 2025 and closes on 30 May 2025. For the December intake, registration opens on 1st July and Closes on 30th November 2025.

Spreading information about the course: The course shall be advertised on Departmental and University websites, social media platforms, through platforms for students and VREF.

Examination/grading: The assessments shall be task based along with the teaching and learning process. Successful completion of at least 80% of tasks and exercises shall be considered satisfactory for completion of the course. No exams shall be given.

Course credits and accreditation: The course shall not have credit points but a certificate of completion shall be given to the successful candidates.

For more information and/or to express interest in registering for the course:

Email: progress.nyanga@unza.zm

Contact Phone: +260979922201