



**Western North-western Region Canadian
Association of Schools of Nursing**
**La région de l'ouest nor oust – Association
Candienne des écoles de sciences infirmières**

Proposal writing is not necessarily an easy art to learn. It takes a knack, some experience, and lots of know-how. This one page document is intended to help demystify the process and support you in the development of your own proposal. While the following comments cannot guarantee receiving any award, it might help advance your proposal writing skills.

1. Proposals are intended to communicate to the audience your vision, program, budget, and timetable. Proposals are a communication tool which assumes there is a shared interest and concern between the writer and reviewer.
2. Proposals are not intended to say everything that could be said about the topic and/or concern. It only needs to say as much as is necessary in the communication between writers and funders.
3. Careful attention needs to be given to writing style. Clarity, focus and conciseness are valued by reviewers. Write with the idea that the audience is intelligent but may not have as much knowledge about the topic area as you have.
4. WNRCSN has three awards: Nursing Education Research Award, Education Innovation Award, and Graduate Student Research Award. Each award has a particular goal and objective. The better the fit between your goals within the proposal and the goals for a particular award, the greater the chance of the proposal being successful. (For the goals and objective of each award, please access 'awards' on the WNRCSN website.)
 - 4.1 Note that the Education Innovation Award is not limited strictly to projects that use research approaches. Proposals that present an innovated teaching approach will be considered.
5. Each section of the proposal (outlined in the application) must be addressed. The length and format of the proposal must also follow the guidelines that are provided. The proposal must be submitted by the deadline for submission. Late submissions are not considered.
6. There are many credible websites that present in detail 'how to' write proposals. Novice and more experienced proposal writers will find valuable advice and hints on how to develop a strong proposal in many of these websites. We recommend that you access some of these resources to assist you in the development of your proposal.
7. Last, we recommend that a peer review your proposal for the purpose of offering feedback to you prior to submitting it for review.

We hope these suggestions have been helpful. If you have any questions, please contact the President and/or Secretary Treasurer.