

Tips on writing a good cater grant proposal

By Hjordis Lorenz, Vice President 15/16

1. Read questions carefully and make sure you answer each part.
2. The Cater society is a **RESEARCH** society. Your project needs to have some research, not just an internship or a trip. It can be anything but must include research questions.
3. Have **SPECIFIC research questions** (best make a list of exact questions, nothing too vague or too broad).
4. If you are planning interviews, write out the **specific questions** you want to ask them
5. Have a **SPECIFIC method**. Say how you will do what you want to do e.g. interviews (who, when, where), observations (who, when, where) or journaling...
6. If you are interviewing people, say **who specifically**. If you will just talk to people on the street, detail where exactly you will find them, how you will approach them etc.
7. See if you need to get your research approved by the Institutional Review Board (IRB).
8. **Show evidence of contact!** Especially if you will interview someone, but wherever you go, show/write that you have (at least) reached out to people there and have initial correspondence. Mention their name/positions/connection to your project and (if you have it) attach a screen shot of your e-mail (not necessary but helpful).
9. Say what **product you will produce**. What “evidence” of your research will you bring? E.g. notes in journal, pictures, notes of interview answers, recordings etc.
10. Show **why** you have to **leave the country** for your project. If you’re applying to go abroad for something you could just as well do here, it doesn’t make sense for you to go.
11. **Assess your risks realistically**. If you’re going abroad there are always risks involved. That’s ok. But make sure to list them so they know you’re aware of the situation and not naïve. If there is potential danger, show them how you would avoid it e.g. not walking alone at night, not going somewhere alone etc. If it’s an actually critical area it would be smart to get support from the Global Education Office. If the country is very dangerous they will obviously not let you go for safety reasons.
12. Budget: It doesn’t depend on the money whether or not your grant is accepted but you will only get the money that seems reasonable and necessary.
Make sure to be **AS DETAILED AS POSSIBLE**. This will take some research. List exact hotels, flights, tours etc and attach screen shots if you can. Never just guess or assume prices unless there is no other way. If you can, ask international students or people who have knowledge of that country/area for their assessment. Be reasonable: Don’t choose the most expensive hotel but also nothing so cheap that it’s not safe anymore. If you want you can also arrange to live with host families or contacts (international connections). Think of the little things so you don’t have to end up paying for them yourself: visa cost, vaccinations, travel cost in the US to the airport, daily bus costs. Keep all receipts if there are any! If your flight price changes between the time you apply and the time you receive the money, the Cater society is often willing to pay the difference.
13. **Proof read!** Bad grammar and spelling mistakes make it seem like you don’t care.

Good luck!