

Concept Note Workshop

Presented by the Office of Sponsored Programs and Research

Presented by Yvonne Chang and Sarah Nerenberg

Session 1: September 19, 10:30 a.m. – Noon • Room G262

Session 2: October 14, By Appointment • Room C3301



In two sessions, this workshop will present how to write and successfully use a concept note, from beginning to end. A concept note is a one page document developed to help market your idea to a potential funder when no specific proposal has been solicited. It helps you begin the discussion of funding opportunities and determine if your project idea meets the goals of the funder.

In the first workshop session, two experienced consultants will give a presentation on the types of funding agencies, determining how your research fits into a program, and developing a concept note. You will learn what you need to start writing a concept note, how to “pitch” your idea, and the necessary elements to make your concept note successful. A break-out session will allow for a discussion of ideas and group learning. Participants will leave the first session ready to write their own concept note to have critiqued in the second session. It is recommended that participants come to the first session with a project in mind to discuss. At the second session you will have a 30-minute one-on-one meeting with a Proposal Developer. In this meeting, the Developer will make suggestions on how to strengthen your concept note, allowing you to leave with a finished product, ready to send to a potential funder.

The workshops will be led by Yvonne Chang and Sarah Nerenberg who have combined over twenty-seven years of experiencedeveloping proposals for government agencies, private clients, foundations, and corporations. They currently support the development of proposals at non-profits and educational institutions in Indiana and Illinois.They currently support the development of proposals at non-profits and educational institutions in Indiana and Illinois.

You will need to be able to attend both the first session and second session.
RSVP to Jennifer Morehead or Ebony Jones at OSPR@govst.edu

For more information, call Jennifer Morehead at 708.235.2846 or Ebony Jones at 708.235.7317



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