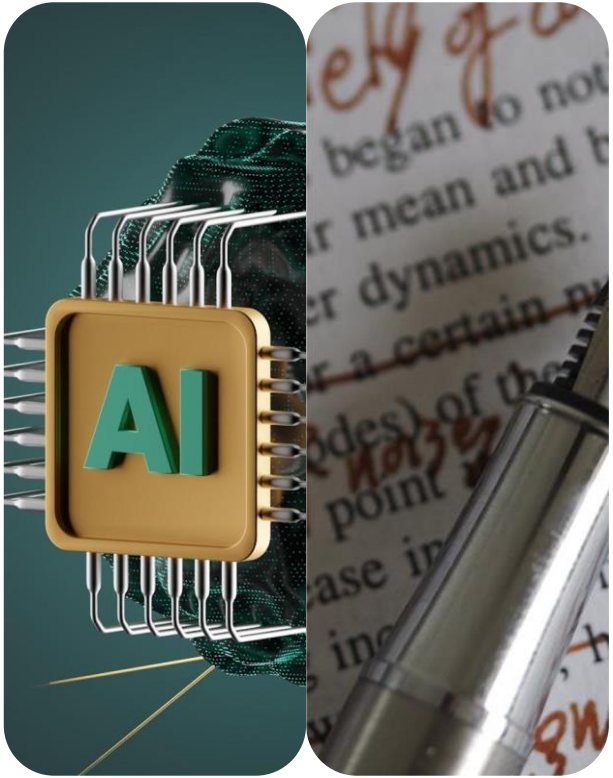
Using AI to Edit Grant Proposals



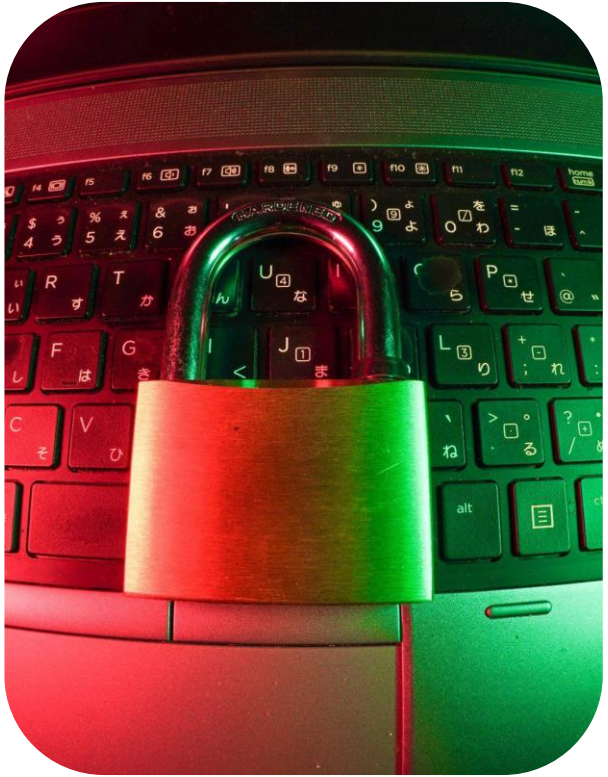
GrantStation
Your Fast Track To Funding

Agenda

- Review Privacy
- Editing Process
- Editing Overview & Tips
- How to Use AI:
    - Grammar, Spelling, and Punctuation
    - Clarity, Conciseness, and Word Counts
    - Style
    - Ensuring Compliance with Funders
    - Editing with a Style Guide

Privacy Options for ChatGPT

- Opt-out of chat history & training
  - (Settings–Data Controls)
- Make a privacy request
- Use a Business Account (New Option)
  - Default setting does not train off of your data
- Use a service that use ChatGPT's API (i.e Grantable)
  - *OpenAI will not use data submitted by customers via our API to train or improve our models, unless you explicitly decide to share your data with us for this purpose. You can opt-in to share data.*



Demo

Editing Process

- Always include time in the submission schedule for editing.
- One good tip is to have someone “unrelated” to your organization read the proposal.
- Attachments are not usually scored, but they do “count,” especially in competitive situations.
- Editing for grammar, punctuation, spelling, clarity, word counts, style, consistency, funder guidelines, and content.

AI Editing Overview

- Editing is the “low-hanging fruit”
  - Great way to get started with AI
  - AI's ability to process vast amounts of text rapidly makes it an ideal tool for efficient editing
- Can help in nearly every editing domain (i.e. grammar, style, clarity, flow, brevity, etc.)

AI Editing Tips

- Focus on smaller chunks at the outset
- Be specific with your requests
- Use iterative editing and aggregate suggestions
  - Create a “feedback loop”
- Be mindful of limitations
  - Overreliance may remove your “voice”
  - Extremely accurate but not perfect
  - Often makes additional edits than requested

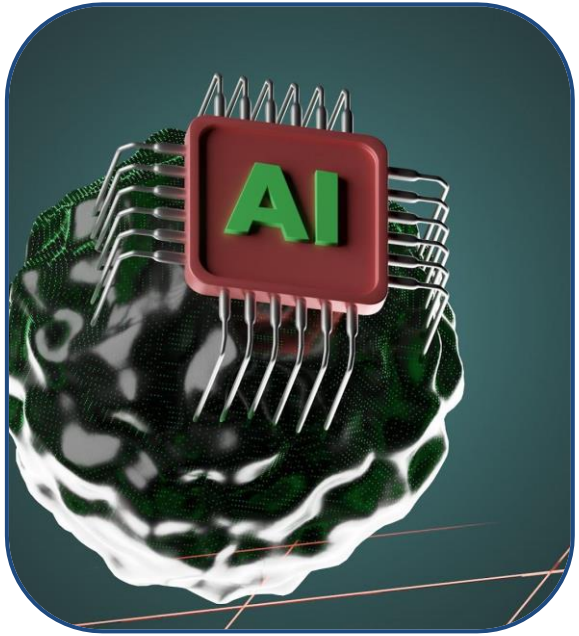
Grammar, Spelling, and Punctuation

- **Prompts**
  - I need a thorough grammar, punctuation and spelling check on this section of my grant proposal. Please review the section and make the necessary changes. Summarize any changes made.
  - I'm looking for assistance in refining this grant's (executive summary). Correct any spelling or grammatical mistakes you find. Please summarize any changes made.
  - Please check this document for any grammar or punctuation errors and make the necessary corrections.

Demo

Clarity, Conciseness, and Word Counts

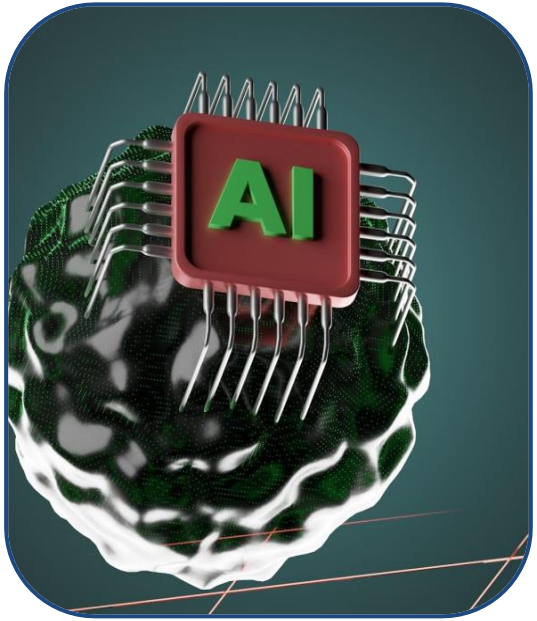
- **Prompts**
  - Can you paraphrase the following paragraph to make it clearer and more concise without changing the original meaning?
  - Rewrite this section to eliminate redundancy while retaining all critical points?
  - This section exceeds the word limit. Can you condense it to meet a word count of [specific number] words without losing essential content?



Demo

Style and Consistency

- **Prompts**
  - Check this section for consistency in narrative perspective. Ensure it consistently uses the (third person ('the organization', 'its')) throughout.
    - Or: Rewrite this section in the first person.
  - Review this section for sentence structure variety. Identify sections with repetitive sentence beginnings or structures and suggest alternative constructions to enhance readability. Rewrite for enhanced readability and summarize any changes made.
  - Review this section of the grant proposal for consistency in terminology, voice, and style. Assess the flow of ideas to ensure that the narrative is coherent and logically structured. Make corrections as needed
  - Please assist in modifying the language of this proposal to make it more compelling and persuasive for community-based funding organizations.



Demo

Ensuring Compliance With Funders

- **Process**
  - Step 1: Input funder's instructions
    - Start with one question in an RFP
    - As you get more comfortable with AI you could increase the amount.
  - Step 2: Generate outputs

- **Prompts to input the instructions**
  - Below is a question from a request for proposal related to our _____ project. Please respond 'got it' once you've reviewed it as I'll reference it later.

  - Here are the guidelines for a grant we plan to submit. Please review the guidelines as I will have you reference them later.

Ensuring Compliance With Funders

- **Prompts**
  - Please review this (needs section) against the funder's question above to identify any aspects that may not comply. Summarize areas to address.
  - Can you help cross-reference the guidelines provided by the funder with our grant proposal to ensure all requirements are met?
  - Can you assist in adjusting the language of this proposal to align with the specific terms and priorities outlined by the funder?

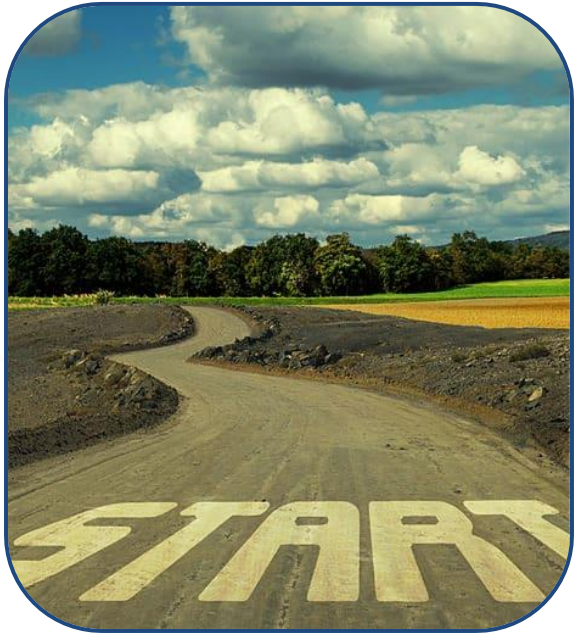
Demo

Editing According to a “Style Guide”

- **Your Own Style Guide** (Only available to ChatGPT Plus users)
  - Upload your style guide
  - Could you review this paragraph and adjust the formatting to meet the attached style guide.
- **Common Style Guide Prompts**
  - Could you review the section below and adjust the formatting to meet MLA/APA standards, including font type, size, margins, and spacing?
  - I've cited sources in my paper using Chicago style. Can you convert these citations to be in line with MLA/APA guidelines?

Getting Started

- Identify one portion of a grant proposal you'd like to improve.
- Use the prompts provided and practice editing for:
  - Grammar, Spelling, and Punctuation
  - Clarity, Conciseness, and Word Counts
  - Style
  - Ensuring Compliance with Funders



Previous Sessions

January 8, 2024
Demystify AI: Definitions & Considerations

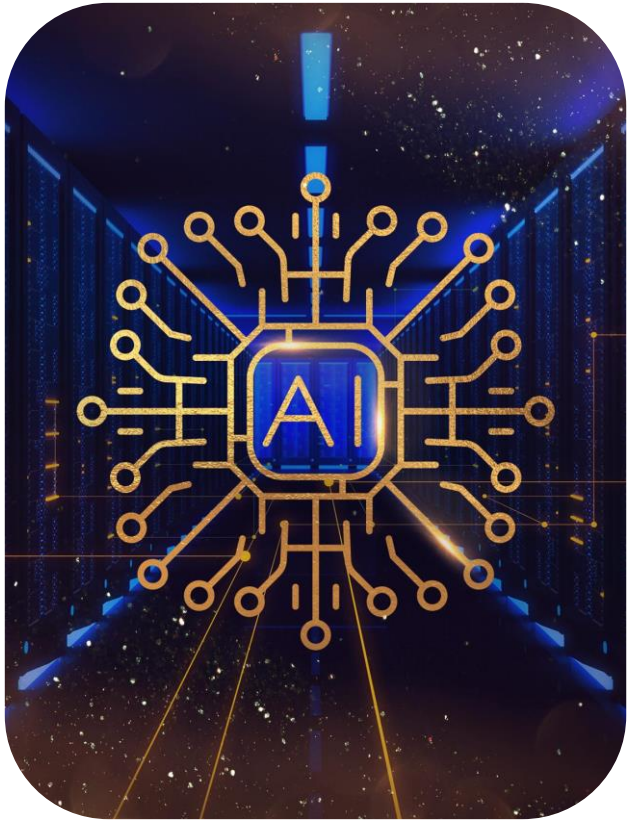
January 22, 2024
Using AI to Develop Grant Proposals

February 12, 2024
Using AI for Project Evaluation

Upcoming Sessions

March 11, 2024
Using AI as a Personalized Grant Reviewer

March 25, 2024
Additional AI Uses to Support Your Development Work



Purchase individual previous sessions:

https://grantstation.com/product/webinar-recordings

Series Registration:

$175 (w/ $39 credit for today's session the cost is $136)

https://forms.gle/gzquuwxAaMaEQ1KQA

Questions?

Alice Ruhnke
alice.ruhnke@grantstation.com

David Gates
david.gates@grantstation.com