USING CHATGPT TO SUPPORT TRIO GRANT WRITING:

From First Draft to Final Review

Oregon TRIO Association | 2025

AGENDA

- Welcome and Introduction
- Why Use ChatGPT for TRIO Grant Writing?
- Getting Started with ChatGPT
- Drafting with AI: From Ideas to First Sentences
- Editing with AI: Grammar, Clarity, and Word Counts
- Reviewing with AI: Funders' Lens and Scoring Rubrics
- Integrating ChatGPT into Your Workflow
- Final Q&A + Shared Prompt Bank

WHY USE CHATGPT FOR TRIO GRANT WRITING?

- AI is your writing assistant, not a replacement. It helps:
  - Break through writer's block.
  - Edit for clarity and conciseness.
  - Simulate external reviews before submission.
- Specific to TRIO:
  - Useful when interpreting ED prompts or trimming to word limits.
  - Can mirror voices: institutional, student-centered, or formal federal tone.
- Editing is low-hanging fruit for first-time AI users.

GETTING STARTED WITH CHATGPT

- Access: chat.openai.com (free & paid versions)
  - Free: Good for basic tasks, can't upload, no image reading, no stored memory
  - Paid (GPT-4): Slightly faster/more accurate, file uploads, image understanding, memory
    - Cost: $20 per month
- How it works: Input prompts, get natural-language outputs.
- Tips for first use:
  - Break content into smaller sections.
  - Be specific about what kind of help you need (e.g., "summarize," "rephrase," "cut to 350 words").
  - You do not need to upload sensitive data to get help.
- Mention prompt clarity:
  - "Act as a grant reviewer..." improves response quality.
  - "Identify the strengths and weaknesses of this section."

DRAFTING WITH AI: FROM IDEAS TO FIRST SENTENCES

- Sample use cases:
  - “Create an outline for the Objectives section of a TRIO Talent Search proposal.”
  - “Write a first draft of the Institutional Commitment section based on the following notes…”
  - “What are five ways to describe how our program supports low-income and first-gen students?”
  - “Provide suggestions for our plan of operation and how we can address *FILL IN THE BLANK* required service.
- Show how AI can be a brainstorming partner or sounding board.
- Note: Output should be customized—not copied wholesale.

EDITING WITH AI: GRAMMAR, CLARITY, AND WORD COUNTS

- Emphasize small chunk editing:
  - “Please proofread the following paragraph for grammar and spelling.”
  - “Rewrite this paragraph to improve clarity and meet a 250-word limit.”
- Use ChatGPT to check:
  - Narrative consistency (e.g., third person vs. first person).
  - Sentence variety and transitions.
  - Overuse of jargon or passive voice.

EVIEWING WITH AI: FUNDERS' LENS AND SCORING RUBRICS

- Introduce "Act As" prompts:
  - "Act as a Department of Education TRIO grant reviewer scoring the Objectives section. What's missing or unclear?"
    - Attach a copy of the scoring rubric or RFP for reference.
  - "Here is the grant guidance for SSS. I'm pasting our draft—can you cross-check it for compliance?"
  - "Review this section to check for any DEI language as identified and prohibited by the Trump administration"
- Encourage using your own internal review criteria or reviewer rubrics.
- Teach ChatGPT to highlight:
  - Measurable outcomes
  - Logic model alignment
  - Gaps between guidance and your draft

INTEGRATING CHATGPT INTO YOUR WORKFLOW

- Suggested touchpoints:
  - Use in pre-writing sessions or team brainstorms.
  - Embed into review meetings: bring AI suggestions as a “third opinion.”
  - Use to prepare revision plans based on mock scoring.
- Adopt a “timeline view” of when AI can support: Idea → Draft → Edit → Final Review.

QUESTIONS?