

Practical workshop on proposal preparation and project management

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Rīga Stradiņš University, Senate Hall
16 Dzirciema Street, Block K, 2nd floor, Room K-212

26th–27th June 2023

AGENDA

26 June 2023 <i>Fundamentals of Getting Information Across</i>	Topic	Content
9.30 – 9.50	<i>Registration & morning coffee</i>	
9.50 – 10.00	<i>Welcome and opening</i>	Modra Murovska , Assoc. Professor, Project Coordinator, Institute of Microbiology and Virology, RSU, Latvia
10.00 – 10.20	Why this workshop?	Participants will identify in a survey their interests that will define the workshop's objectives and scope.
10.20 – 10.30	Introduction Daniel	Scientific background, success rate in grant applications, how does implementation of change work, schedule of the workshop.
10.30 – 10.45	The big five: why, who, what, when, where	This session will delve into the key aspects of life sciences research projects, such as the purpose, target audience, research question, timeline, and location. Participants will discuss these aspects and share their experiences.
10.45 – 11.05	Defining the message	Participants will learn techniques to craft a clear and concise research message that effectively communicates the significance of their work to both scientific and non-scientific audiences.
11.05 – 11.20	Introduction to storytelling	Developing engaging and compelling narratives, using storytelling elements to make complex concepts more accessible and memorable.
11.20 – 11.40	<i>Coffee Break</i>	
11.40 – 12.00	Practicing Storytelling	Identifying the best project storyline for grant applications practice and moderated by peer-to-peer feedback.
12.00 – 12.15	Introduction to Using AI-tools for literature	What are neural networks, how does machine learning work, what is a generative pre-trained transformer (GPT). All AI-tools will be addressed

	research and brainstorming	using examples from participants and with direct application to grant writing.
12.15 – 12.30	ChatGPT for Texting	Ideal for changing and generating text, not useful for retrieving information.
12.30 – 12.45	Perplexity for First-Time Search	Sourced information retrieval for new topics (first entry into literature research).
12.45 – 13.00	Elicit for Literature Overview and Analysis	AI-powered tool for comprehensive literature reviews, providing summaries and analyses of academic articles leading to effective and objective overview.
13.00 – 14.00	<i>Lunch</i>	
14.00 – 14.15	Reactivation	Change in perspective.
14.15 – 14.40	ExplainPaper for Deep Understanding of Single Papers	AI tool that simplifies complex research papers, facilitating deep understanding and knowledge extraction.
14.40 – 15.10	ChatGPT for Brainstorming	AI tool that generates creative ideas and solutions, enhancing brainstorming sessions and ideation processes.
15.10 – 15.30	<i>Coffee Break</i>	
15.30 – 15.50	Introduction graphical abstracts	How to create graphical abstracts with the steps of conceptualizing, sketching, and designing: comparison or flow, center, colours, left to right, signal to noise.
15.50 – 16.05	Recapitulation 1	Participants collect all the topics we did today.
16.05 – 16.30	Translation of content towards professional application	Participants tell each other what they liked, what they will change, what will be difficult to change (3 rounds).
16.30 – 16.30	End	Homework: test AI tools.

27 June 2023 <i>Project Management</i>	Topic	Content
8.30 – 9.00	<i>Registration & morning coffee</i>	
9.00 – 9.15	Reinitiation	“Work the room”: participants reiterate what we did yesterday.
9.15 – 9.35	Homework	Participants exchange about experience with AI tools.
9.35 – 9.50	The bulletproof figure	Concepts of signal to noise, effective redundancy, adapting to the audience.
9.50 – 10.10	Production of graphical abstracts	Using the ABT and their storyline, participants produce graphical abstracts using pens and paper.
10.10 – 10.30	<i>Coffee Break</i>	

10.30 – 10.50	Pitching graphical abstracts	Participants pitch each other's graphical abstracts, group provides constructive feedback and suggestions for improvement.
10.50 – 11.10	Texting	Five rules for good texting: linking paragraphs, structure of a paragraph, linking sentences, structure of sentences, passive vs active, avoiding gerunds and placeholders.
11.10 – 11.25	Project management I	SMART goals methodology for setting clear, measurable, achievable, relevant, and time-bound objectives in projects, MoSCoW prioritization technique for requirements in projects, distinguishing Must, Should, Could, and Won't have items.
11.25 – 11.50	Implementation I	Implementation of PM elements 1, presentation and moderated feedback.
11.50 – 12.05	Project management II	SWOT, analysis for risk mitigation and contingency planning, helping to prepare for potential challenges in their projects, stakeholders.
12.05 – 12.30	Implementation II	Implementation of PM elements 2, presentation and moderated feedback.
12.30 – 13.50	<i>Lunch</i>	
13.50 – 14.05	Project management III	GANTT Chart: Visual tool that maps out the timeline and dependencies of project tasks. Milestones: Significant events or stages that mark major progress in a project. Budgeting: Process of allocating financial resources to different aspects of a project. Backward Planning: Planning method that starts from the end goal and works backwards to the present.
14.05 – 14.30	Implementation III	Implementation of PM elements 3, presentation and moderated feedback.
14.30 – 15.00	Scientific collaboration	Interdisciplinary research, "win/win or no deal" (Covey): concept and mindset that seeks mutual benefit in interactions, emphasizing cooperation over competition, fostering trust, and nurturing relationships.
15.00 – 15.20	<i>Coffee break</i>	
15.20 – 15.50	<i>Q&A</i>	Questions & open discussion.
15.50 – 16.05	Recapitulation 1	Participants collect all the topics we did today.
16.05 – 16.30	Translation of content towards professional application	Participants tell each other what they liked, what they will change, what will be difficult to change (3 rounds).