

The Rec/IM Total Fitness and Aerobics Fall program begins this week with a free introductory week of classes in step, aqua, body sculpting, low impact, hi/lo combo, total body and hatha yoga. For more information, call 7-1338.

The lecture, "Information Technologies and Law Enforcement Systems," will be presented by Ronald Schebil, Washtenaw County sheriff, Robert J. Randolph, court administrator, and David Walsh, deputy administrator of the Washtenaw County Trial Court, Saturday, Sept. 21, at 10 a.m. in the McKenny Union Alumni Room. The lecture is free and open to the public. For more information, call 7-2522.

Lifespan Learning will present a seminar on "Enhancing Your Children's Self-Esteem" Thursday, Sept. 19, at 7 p.m. at the Depot Town Center. The cost is \$10. For more information, call 7-0407.

# FOCUS EMU

Volume 44  
Number 8

Sept. 17, 1996

News for  
Eastern Michigan University  
Faculty and Staff

## Marketing/Student Affairs Division realignment results in 3 promotions

by Pat Mroczek

The Division of University Marketing and Student Affairs recently completed a six-month realignment to better position the division to meet University needs and more effectively utilize limited resources. According to Vice President Laurence N. Smith, three staff members began new roles in July, August and September as part of the realignment.

Rita Abent, director of University marketing, was named executive director of marketing and communications in July. Last week's *FOCUS EMU* announced the August promotion of Gregory A. Peoples to dean of students from associate dean. And on Monday, Sept. 16, Karen Simpkins, associate director of career services, began her new job as EMU's first director of student judicial services.



Abent



Simpkins

"Eastern is moving to the forefront in two national trends," Vice President

Smith said. "The realignment allows Eastern to capitalize on creating an integrated marketing and communications approach and deal with new complexities in the law. The realignment provides an advantage at utilizing scarce resources to best achieve the goals of the University."

Abent now has responsibility for marketing, public information, publications and student media. "This reporting relationship brings together those areas that have great impact on influencing how people perceive the institution," she said, "public information from the point of being the initial contact point in many cases and often our 'public face,' publications, in terms of the materials which are presented, and marketing, looking at the whole strategic positioning of the institution."

It's a good evolutionary step, she said. "Working in an integrated communications mode assures consistent messages and images. We've created an Integrated Marketing Communications Plan which identifies five Centers for Excellence: management, strategic, research, creative and training services. Each center has cross functional priorities. This approach will help us focus more clearly on what needs to be done as a team."

Student media is the other depart-

ment that now reports to Abent. It includes the *Eastern Echo* student newspaper, produced three times a week September through April with a circulation of 8,000; *CellarRoots* arts and literary magazine, with 1,500 copies published once a year and the Student Planner.

"It's very important that people recognize that student media is an independent editorial voice. The reporting relationship assures that they remain in compliance with standard University policies and procedures."

Now in her "second life" on campus, change is a familiar theme for Abent. She served as director of marketing media from 1985 to 1989 and director of student media from 1979 to 1985. Opportunities as editor at South Florida Newspapers and later as director of undergraduate admissions at Wichita State University took her away.

Her return in 1994 produced "unexpected" feelings in her. "There is a core culture at EMU, driven by outstanding people who work here. I was embraced by that wonderful Eastern family when I came back. But Eastern is not the same. There have been lots of exciting changes — those changes allowed me to return, allowed me to focus on things

► See Realignment, page 3

## Jesse Jackson to visit campus Sept. 23



The Rev. Jesse Jackson will speak at EMU Monday, Sept. 23, at 11:30 a.m. in Pease Auditorium.

Jackson's speech, which is free and open to the public, is part of his whirlwind tour across southeastern Michigan that includes Inkster and Willow Run High Schools, EMU, the University of Michigan, Oak Park High School, Oakland Community College and Detroit.

A non-partisan voter registration drive will be from 10 a.m. to 2 p.m. in Pease, with the voter rally to begin at 10:30 a.m. The rally will feature EMU students representing Student Government, the Black Student Union, the Native American Association and the Hispanic Student Association, among others.

Jackson last visited EMU in October 1992 for a voter registration rally in Bowen Field House.

## CAMPUS CAPSULES

### Volunteers Needed

Volunteers are needed for the Kid Konnection Kick Off Wednesday, Sept. 18, at 7 p.m. in 213 Pray-Harrod, or Thursday, Sept. 19, at 3:30 p.m. in 216 Pray-Harrod.

Volunteers are needed to provide individual and group tutoring and other services for children in preschool, elementary and middle schools in the Lincoln, Ypsilanti, Willow Run and Ann Arbor areas.

For more information, call the Office of Campus Life at 7-3045.

### Reading Is Sept. 17

The Gallery Reading Series premieres Tuesday, Sept. 17, at 7:30 p.m. in the McKenny Union Intermedia Gallery.

This month's featured performers include local writers Damon Nurnberg and Sara Grosky. Art by EMU students also will be shown in the gallery. The reading is free and open to the public.

For more information, call Kurt Lindemann at 7-0148.

### Telephone Sheet Info

EMU telephone sheets will soon be mailed to all campus offices. With this form, employees will be able to change only their office telephone number and whether their home address and home telephone should be listed.

The forms must be returned to University Publications no later than Friday, Sept. 27. If the home information has changed since last year, employees should see their department secretary for a Personnel Action Form.

For earned doctorates to be listed, faculty must initiate the degree-updating process by contacting Academic Human Resources, 318 King, while staff must provide proper documentation to Human Resources, 310 King.

### Public Info Updating Files

Public Information currently is updating its faculty/staff biography files.

All faculty and staff are encouraged to send a current copy of their resume/vita/biography information to Public Information, 18 Welch Hall.

For more information, call 7-4400.

### Regents To Meet Sept. 17

The Board of Regents will meet Tuesday, Sept. 17, with the following meetings:

- **Student Affairs Committee Meeting:** 8 a.m. - 205 Welch Hall
- **Faculty Affairs Committee Meeting:** 8 a.m. - 201 Welch Hall
- **Ed. Policies Committee:** 9:30 a.m. - 205 Welch Hall
- **Finance Committee Meeting:** 10:30 a.m. - 201 Welch Hall
- **Regular Board Meeting:** noon - 201 Welch Hall
- **Recess for Lunch:** 12:30 p.m.
- **Reconvene Regular Meeting:** 1:30 p.m.

### Book Signing Is Sept. 18

Dr. Gregory E. Huszczo, professor of management, will be the featured author during a book-signing and mini-seminar on teams in the workplace Wednesday, Sept. 18, at 7:30 p.m. at Borders, 612 E. Liberty St. in Ann Arbor. His book, "Tools for Team Excellence," was released in June and is the selection for Book of the Month Club International.

### Gov't Lecture Is Sept. 19

The lecture, "Local and City Government: Perspectives of the Executives," will be presented by Michigan Municipal League Director and former Ypsilanti mayor George Goodman, Neal Berlin, Ann Arbor city administrator, Jane Bais-Disessa, assistant city administrator of Grosse Pointe Woods and Kent Herbert, personnel director of the City of Westland, Thursday, Sept. 19, at 5:30 p.m. in the McKenny Union Alumni Room.

The lecture is free and open to the public. For more information, call 7-2522.

### Tuition Waivers Due

The last day for staff, faculty and spouse/dependent tuition waiver application submission for the fall term is Friday, Sept. 20. Failure to turn in the waiver on time will result in the application not being approved.

For more information, call 7-3195.

## Hansen receives Award of Merit

by Kirk Carman

Dr. Ruth A. Hansen, professor and acting department head in the Department of Associated Health Professions and director of EMU's Occupational Therapy Program, has been named the recipient of an American Occupational Therapy Association Award of Merit, the highest association honor for an occupational therapist.

Hansen, whose areas of research include health care ethics and moral reasoning, was recognized for the award this spring at the AOTA's Annual Conference and Exposition in Chicago, Ill.



Hansen

In receiving the award, Hansen was cited for her "outstanding global contributions to the occupational therapy profession through a career of scholarship, education and service focused on occupational therapy ethics."

"Receiving the Award of Merit from the American Occupational Therapy Association is a great honor," Hansen said. "The recognition of my contribu-

tions to the profession in the area of ethics is particularly gratifying. I am thankful to my EMU colleagues, especially the members of the occupational therapy faculty, who have supported and encouraged my efforts."

Hansen has been instrumental in shaping the AOTA's Code of Ethics, Core Values and Attitudes Statement, Statement of Nondiscrimination and Inclusion, and Advanced Practice Review. She has served six years as the chairperson of the AOTA Standards and Ethics Commission and has been a member of the AOTA Executive Board.

Hansen, who holds a bachelor's degree from Ohio State University and a master's degree and doctorate from Wayne State University, first joined the EMU faculty in 1976 as an assistant professor of occupational therapy. She previously taught at Wayne County Community College, the University of New Hampshire and Wayne State University.

Her other awards include a 1993 EMU Distinguished Faculty Service to the University Award, a 1992 Michigan Occupational Therapy Association Occupational Therapy Award of Excellence and a 1983 Detroit District of the Michigan Occupational Therapy Association Distinguished Service Award.

## World College accepting applications for Japan Center

EMU's World College currently is accepting applications from students interested in studying during the 1996-97 academic year at the Japan Center for Michigan Universities (JCMU) in Kikone, Shiga Prefecture, Japan.

The center was established in 1988 in commemoration of the twentieth anniversary of the sister-state relationship between the state of Michigan and Shiga Prefecture in Japan. It is governed by a consortium of Michigan's 15 public universities.

As part of the agreement, Shiga Prefecture built a multi-million dollar facility to house the center in the city of Hikone, a medium-sized, non-Westernized, non-English-speaking city in the Japanese heartland. It is located on the shores of Lake Biwa, Japan's largest fresh water lake, near the larger cities of Kyoto, Osaka and Kobe.

The center includes classrooms, a language lab, conference rooms, library, study areas, dining facilities and apartments for students and faculty.

Ten EMU students have participated previously in the JCMU program. EMU students Tracee Davie of Detroit, Bradley Schaub of Lake Leelenau and Stephanie Speyer of Royal Oak completed studies at JCMU this past academic year. For Schaub, the program allows students to "experience the prac-

tical use of Japanese language and culture in society." The various different field trips organized for students were the highlight of the program for Speyer, who says "JCMU is a good place to learn language and experience culture."

Students can spend a semester (fall term or winter term) or an entire academic year at JCMU. An intensive summer program also is available. All JCMU academic programs focus on Japanese language and culture and are designed for students from any field of study. Previous study of the Japanese language, though desirable, is not required to participate. Recent electives include Political Economy of Japan, Japanese Art History, Introduction to Asian Religions, Japanese Law, Modern East Asian History and International Marketing.

The program fee for a semester at JCMU costs \$6,300, which includes tuition, books and housing. An additional per-semester boarding fee of \$1,600 is assessed for students participating in homestays. Scholarships valued at approximately \$2,500 per semester are available for qualified Michigan students at the center. All students accepted into the program will receive scholarships.

For winter term 1997 (January-April), interested students must submit an application form, essay, college transcripts and three letters of reference by Friday, Oct. 18, 1996.

For more information, call the World College at 7-2414 or stop by 307 Goodison Hall.



The Japan Center for Michigan Universities

## Iannaccone receives 20th ASCAP award

Dr. Anthony Iannaccone, EMU professor of music, recently was awarded his 20th American Society of Composers, Authors and Publishers award.

The annual award acknowledges the unique artistic value of a writer's catalog of published compositions, as well as the recent performance activity of that work. Iannaccone has won the award every year since 1976.

Candidates apply for the award and are selected by an independent panel of noted musical authorities. This year's panel consisted of: Harold

Best, dean of the Wheaton Conservatory of Music; Michael Morgan, music director of the Oakland-East Bay Symphony and guest conductor of several symphony orchestras and opera companies throughout the United States; Tim Page, author, radio host and classical music critic for the "Washington Post;" and H. Robert Reynolds, director of bands and director of the division of instrumental studies at the University of Michigan.

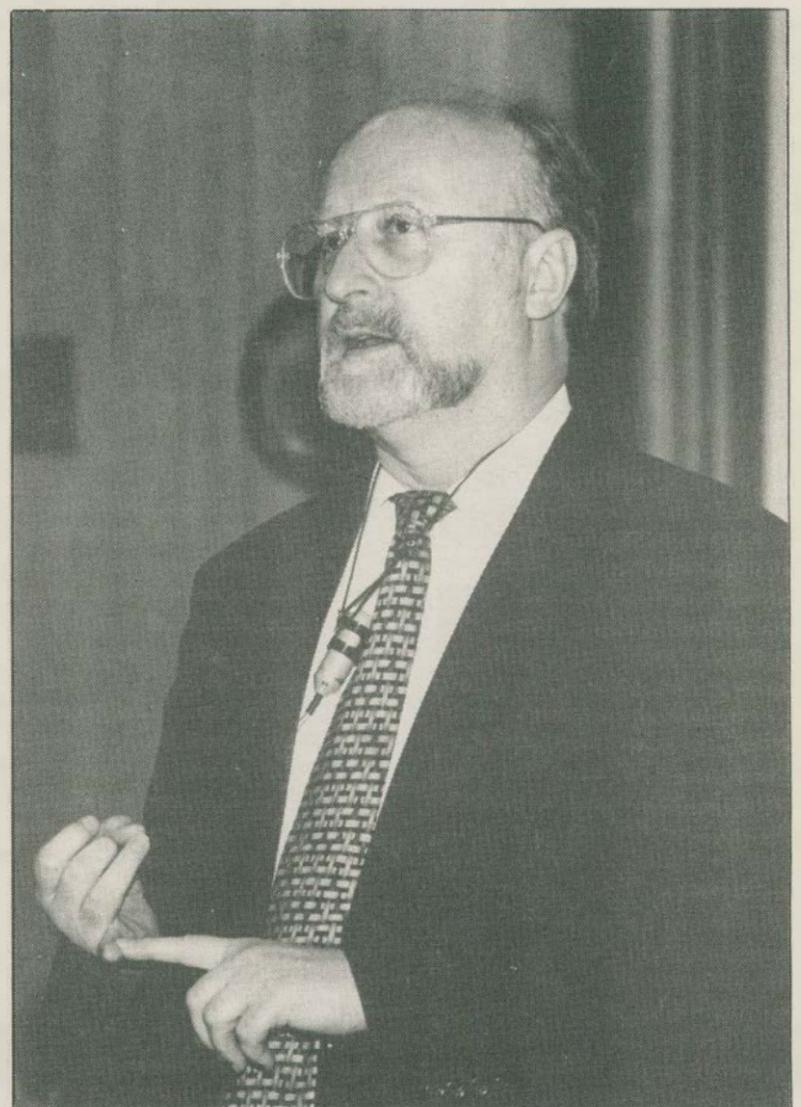
Iannaccone has been an EMU faculty member since 1971. He holds a bachelor's and master's degree from the Manhattan School of Music and a doctorate from the Eastman School of Music.

Iannaccone has received numerous awards, commissions and grants for his compositions and his work is contained in several long-playing and compact disc recordings.



Iannaccone

## Fall Faculty Meeting



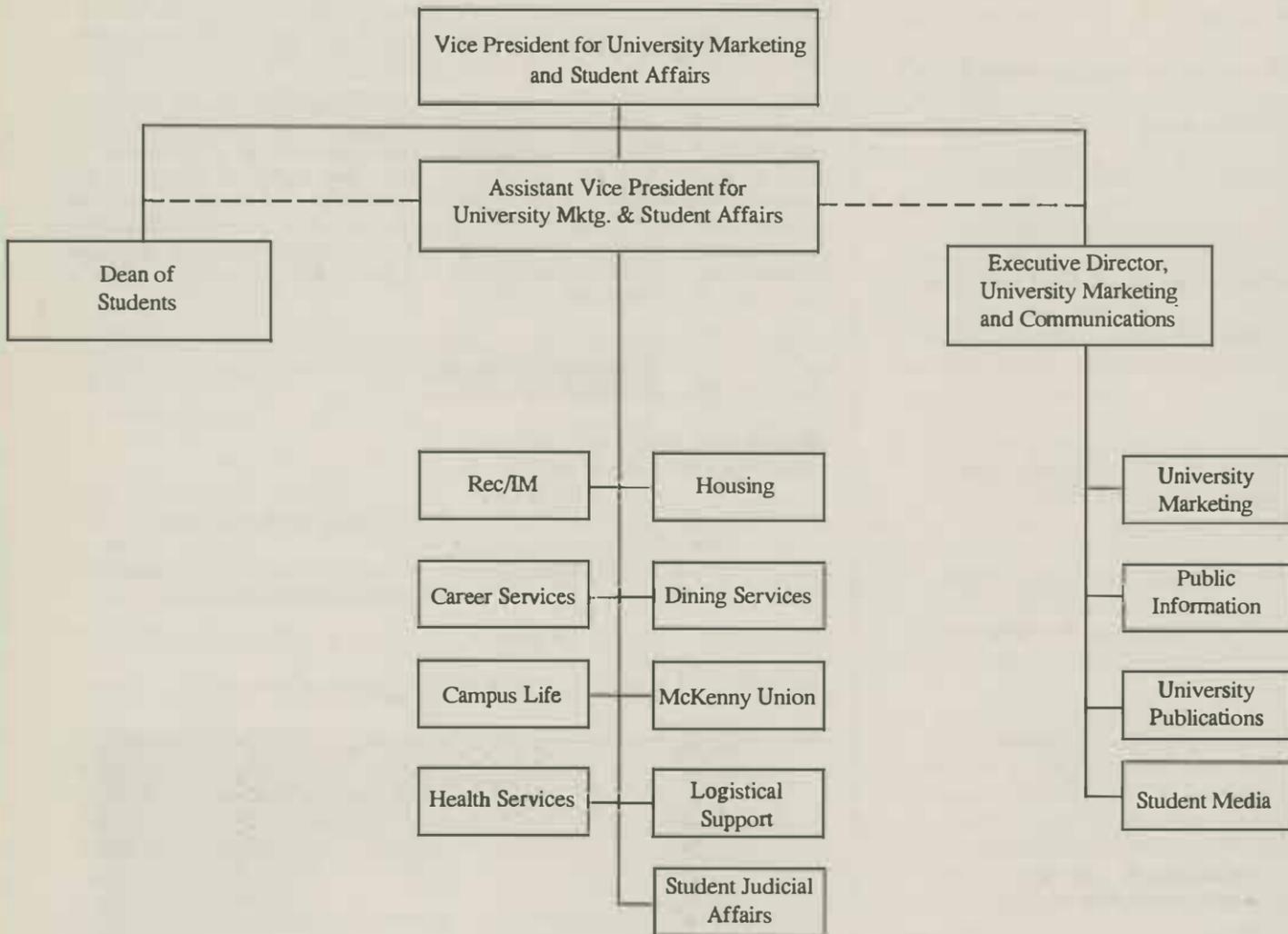
Dr. Gerald Bracey, a policy analyst, researcher and writer, delivered the keynote address at the College of Arts and Sciences' Fall Faculty Meeting Sept. 11 in Strong Hall. Bracey, who spoke on "The Greatly Exaggerated Death of our Schools," recently wrote "Final Exam: A Study of the Perpetual Scrutiny of American Education," a book of educational criticism, assessment, outcomes and standards.

## Public Safety Statistics

Following are the campus crime statistics for August 1996 and comparative figures for August 1995.

AUGUST	# in 1996	# in 1995
Murder	0	0
Criminal Sexual Conduct	0	0
Robbery	0	0
Aggravated Assault	0	1
Burglary	4	3
Motor Vehicle Theft	0	1
Liquor Law Violation	1	1
Drug Violation	0	1
Weapons Possession	1	0

Eastern Michigan University  
Division of University Marketing and Student Affairs



Realignment, from page 1

not as they were but how they could be. "I felt like I was never away because I kept in contact with lots of folks from here," she concluded. "Many visited me when I was in Florida, but none visited me in Kansas. Figure that out," she added, chuckling.

Abent earned a bachelor's degree from Central Michigan University and a master's degree from the S.I. Newhouse School of Communications at Syracuse University. She is a bereavement and BeFriender lay minister at St. John's the Baptist Catholic Church in Ypsilanti and a member of several professional organizations. She also is founder of EMU's growing-in-popularity sect, the GRILLMASTERS, who volunteer their services for all-campus picnics and special events.

Simpkins' EMU relationship dates to 1969 as a student and 1976 as a full-time employee. She began her EMU life in Goodison Hall, where she lived as a freshman.

It is at 218 Goodison where Simpkins will make Michigan history this week when she founds what is believed to be the first office of student judicial services in the state.

"It really is a new concept on campuses, to break away from the old dean of students role and become a new entity," Simpkins said. The leading

edge institutions in the country are forming their own student judicial departments now."

For good reasons, she said. "The main one being that the traditional dean's role should be as an advocate and liaison between student concerns and administration. That is at odds when the same office then turns around and dispenses disciplinary actions against the student. Additionally, that role is increasingly more legalistic, so the dean probably won't have both student affairs and law backgrounds.

"The level of conduct code violations is more serious now," she said. "Many of the students get an attorney right up front. So the officer is dealing with attorneys, who look for any due process violations, irregularities or inconsistencies in how we apply the conduct code. They then challenge our decisions on behalf of their client."

After five years service on EMU's judicial appeals board, Simpkins is used to legal representatives trying to turn a student hearing into a court case. "The attorneys always try to make this more formal than it is. Part of my role will be to help educate them in the process of campus conduct code hearings. They are not civil or criminal trials.

"We'll head to new programming and a unification of all the judicial systems for students. For example, student-to-student sexual harassment is handled by the dean of students office but student employment grievances are part of career services. We need to bring them together for consistency in processing and rulings. We'll be reviewing some of the model programs on other campuses to do that."

Involving students will be a primary goal. "I would like to look at models that involve more students, like peer mediation and conflict resolution," she said.

Simpkins holds two EMU degrees, a bachelor's in sociology and psychology and a master's in educational psychology, with a concentration in personality development. Her law degree is from the University of Toledo, with a specialty in employment labor and education law.

She recently became a student of glass blowing. "I love glass, so my class started me in creating paper weights and will move me up to glass blowing, which is the hardest. All and all when I look at my new job and new hobby, it'll be quite a year for learning."

OBITUARY

Clifford Birleson, associate professor emeritus of curriculum and instruction (now Teacher Education) died Sept. 7. He was 83.

Birleson taught at EMU from 1951 to 1980 and previously taught at elementary schools in Roseville, Royal Oak and Monroe. He also worked as a psychologist and counselor in Holland and Grand Rapids.

He held a bachelor's degree from Western Michigan University and a master's degree from the University of Michigan.

He is survived by his wife, Ruth; his sons, Rodney and Leslie, and his granddaughters, Rachel and Megan.

A memorial service will be Sunday, Sept. 22, at 2 p.m. at the Nie Funeral Home, 2400 Carpenter Road.

Contributions in Birleson's name may be made to the College of Education Minority Scholarship Fund at EMU.

Rock music exhibit in the University Library

The University Library will feature a lobby exhibit titled, "Rock Music in the EMU Library," now through Wednesday, Sept. 25.

Exhibited materials will include rock music CDs, rock music videos, books about rock music, and musical scores.

The CDs are available for listening in the Instructional Support Center in room 102 Library, or may be checked out for listening at home. The CDs include albums by the Beatles, Michael Jackson, Prince, Bob Seger and the Rolling Stones.

The videos, which do not circulate to students, may be previewed in the Media Services Center in room 112 Library. The books and musical scores, which can be found on the third floor of the Library, circulate in the usual way, with the exception of the reference books.

For more information, call Carolyn Kirkendall at 7-0490.

EASTERN MICHIGAN UNIVERSITY  
*The Learning Edge*

FOCUS EMU is published weekly from September to April and biweekly from May to August for Eastern Michigan University faculty and staff. The deadline to submit copy for consideration is 5 p.m. Tuesdays for the following week's issue. The deadline for submissions for "Events of the Week," which is prepared monthly, is the 15th of the month prior to the month the event will occur. Please send all submissions to: Editor, *Focus EMU*, Office of Public Information, 18 Welch Hall. Please direct any questions to (313) 487-4400. Submissions may be faxed to (313) 483-2077.

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EASTERN FASTFACTS

Former staff member/coach Lloyd Olds, the inventor of intramurals, invented the striped referee shirt during his years on campus — an American tradition that remains today.

► EASTERN FASTFACTS may be sent to Public Information, 18 Welch Hall.

Braun to coach at U of Cal-Berkeley

The Braun Era at EMU is over with the announcement late last week that men's basketball coach Ben Braun would leave Eastern to serve as the new coach at the University of California-Berkeley.

Under Braun, EMU's basketball program gained national attention participating in three NCAA tournaments.

A search for Braun's replacement is underway.

EVENTS OF THE WEEK Sept 17 - 23**Tuesday, Sept. 17**

- BOARD OF REGENTS MEETING:** Student Affairs Committee, 8 a.m., 205 Welch Hall
- BOARD OF REGENTS MEETING:** Faculty Affairs Committee, 8 a.m., 201 Welch Hall
- BOARD OF REGENTS MEETING:** Educational Policies Committee, 9:30 a.m., 205 Welch Hall
- BOARD OF REGENTS MEETING:** Finance Committee, 10:30 a.m., 201 Welch Hall
- BOARD OF REGENTS MEETING:** Regular Meeting, noon, 201 Welch Hall
- CAREER SERVICES WORKSHOP:** "Discover with Discover," 2 p.m., 425 Goodison, 7-0400
- WOMEN'S SOCCER:** EMU at Oakland University, 4 p.m., 7-2144
- LIFESPAN LEARNING:** "German Cultural Traditions," 7 p.m., Depot Town Center, \$12, 7-0407

**Wednesday, Sept. 18**

- LIFESPAN LEARNING:** "A Journey Into the Dream World: Dream Interpretation," 6:30 p.m., Depot Town Center, \$10, 7-0407

**Thursday, Sept. 19**

- CAREER SERVICES WORKSHOP:** "Major Minor Finder," 1 p.m., 425 Goodison, 7-0400
- LIFESPAN LEARNING:** "Enhancing Your Children's Self-Esteem," 7 p.m., Depot Town Center, \$10, 7-0407

**Friday, Sept. 20**

- WOMEN'S SOCCER:** EMU at Eastern Illinois, 4 p.m., 7-2144
- VOLLEYBALL:** EMU vs. Central Michigan, 7 p.m., 7-0291

**Saturday, Sept. 21**

- MEETING:** National Alumni Association Annual Board Meeting, time TBA, Hoyt Conference Center Meeting Room, 7-0250
- LIFESPAN LEARNING:** "Developing Critical Writing Skills," 9 a.m., Depot Town Center, \$60, 7-0407
- LIFESPAN LEARNING:** "The Theory and Practice of Hatha Yoga," 10 a.m., Rec/IM Aerobics Room, \$75, 7-0407
- WOMEN'S CROSS COUNTRY:** EMU at Western Ontario Invitational, 11 a.m., 7-0262
- MEN'S CROSS COUNTRY:** EMU at Spartan Invitational, 11 a.m., 7-0236
- MEN'S SOCCER:** EMU vs. Canisius, Detroit Tournament, 1 p.m., 7-2144
- WOMEN'S SOCCER:** EMU at Arkansas-Little Rock, 1 p.m., 7-2144
- BAND NIGHT:** High School Marching Bands, 6 p.m., Ryneerson Stadium, 7-2255
- FOOTBALL:** EMU vs. Toledo, 7 p.m., Ryneerson Stadium, 7-6961
- VOLLEYBALL:** EMU at Michigan, 7 p.m., 7-0291

**Sunday, Sept. 22**

- MEN'S SOCCER:** EMU vs. Niagara, Detroit Tournament, 1 p.m., 7-2144
- RECITAL:** Hartmann-Kirkland Recital, 4 p.m., Pease Auditorium, 7-2255

**Monday, Sept. 23**

- LIFESPAN LEARNING:** "Marketing Yourself: Resumes and Cover Letters Made Easy," 6:30 p.m., Depot Town Center, \$10, 7-0407

## OPENINGS

To be considered for vacant positions, all Promotional Openings Application Forms MUST BE SUBMITTED directly to the Compensation/Employment Services Office and received no later than 4:45 p.m. on the expiration date. NOTE: LATE OR INCOMPLETE FORMS WILL NOT BE ACCEPTED.

The Compensation/Employment Services Office announces the following vacancies. **The expiration date for applying for these positions is Monday, Sept. 23, 1996.** Detailed job descriptions may be reviewed in Room 310 King Hall. Posting Boards across campus also highlight necessary and desired qualifications. Locations of these boards are main traffic areas in: King Hall, McKenny Union, Roosevelt Hall, Business & Finance Building, Sill Hall, Pray-Harrold, Rec/IM Building, Physical Plant, Mark-Jefferson, Hoyt Meeting Center, DC#1, University Library, Pierce, and the College of Business - Owen Building.

Vacancy information may also be obtained by calling our 24-hour Jobs Line at 7-0016. Compensation/Employment Services office hours are Monday through Friday, from 8 a.m. to 4:45 p.m.

**CLERICAL/SECRETARIAL**  
(Minimum Bi-Weekly Salary)

CSEN9708	CS-03	\$649.16	Clerk, Office of the Registrar
CSEN9704	CS-04	\$720.73	Secretary II, Financial Aid (Repost - Increase in applicant pool desired)
CSAA9711	CS-04	\$720.73	Secretary II, Special Education
CSAA9700	CS-04	\$720.73	Secretary II, Economics
CSAA9705	CS-05	\$814.44	Senior Secretary, Accounting (Repost - Increase in applicant pool desired) Proficiency w/Windows 3.1, Windows 95, MS Word 6.0, Excell 5.0 and Isis registration and course scheduling desired.
CSBF9701	CS-05	\$814.44	Senior Secretary, Purchasing

**PROFESSIONAL/TECHNICAL**  
(Minimum Bi-Weekly Salary)

PTUR9705	PT-06	\$878.65	Senior Computer Operator, University Computing
PTEN9705	PT-07	\$1010.39	Manager, Loan Processing, Financial Aid (Repost - Qualifications revised/clarified)

**ADMINISTRATIVE/PROFESSIONAL**  
(Minimum Semi-Monthly Salary)

APUR9701	AP-10	\$1625.00	Manager, Application Development and Support
APEN9701	AP-12	\$2073.17	Director, Records/Registration

The pay rates stated above reflect the probationary minimum rate for newly hired EMU employee. The pay rate or salary for current employees will be established according to the respective employee group union contract, and/or University salary administration policy guidelines.

**An Affirmative Action/Equal Opportunity Employer**

RESEARCH <http://www-ord.acad.emich.edu>**Office of Research Development Grant Writing Workshops****Workshop A: The World of Grants**

Introductory workshop for beginners. What is the Office of Research Development and how can it help me get money for my idea? Where does the money come from? What are sponsors looking for? How do I get started developing a grant proposal?

**Workshop B: Identifying Funding Sources**

SPIN ("Sponsored Programs Information Network") is a menu-driven, searchable, user-friendly database — updated daily — of over 1000 federal and private sponsors. Many funding sources are also listed on the Internet, and in various periodicals. We'll show you how to use these electronic resources to find a suitable sponsor for your project.

**Workshop C: Proposal Development Strategies**

What do you plan to do? Why is it important? When and how do you plan to do it? What resources do you need? Are you likely to succeed? How will you assess your outcomes? Although every proposal is different, all good proposals provide succinct answers to these questions. We'll give you some checklists to insure that your proposal contains the essential elements for success.

**Workshop D: Professional Writing Tips**

Even professors suffer from writer's block — the fear of committing words to paper and making mistakes that may lead to failure and rejection. We'll give you some practical, common-sense tips that will help you overcome these barriers by breaking a big job into small, manageable chunks and carving out a regular time in your schedule for professional writing.

**Workshop E: Developing Your Budget**

What kinds of things can I ask for? What's the difference between "in-kind"

and "matching" contributions? Does EMU have a standard overhead rate? Do I ask for my salary or the cost of a lecturer to replace me? If I buy equipment on my grant, do I become the owner? Developing your budget can be complicated but we'll take the mystery out of the process and give you the help you need to develop a reasonable budget.

**Workshop F: The Evaluation Component**

The evaluation component can make or break your proposal. Learn why evaluation is important, who should conduct it, and how to design an evaluation that tests both the process and the outcomes of the proposal activity.

**Workshop G: The Review Process**

What makes a winning proposal? What makes a loser? How does the peer review process actually work? What goes into a numerical rating? You'll write better proposals once you understand what evaluators are looking for.

**Workshop H: The Post-Award Process**

(One-on-one workshop by appointment only.) Congratulations! You got the grant! Now what? What are the procedures for hiring student assistants, purchasing equipment, getting release time, arranging travel, and submitting the final report? We'll walk you through the post-award process step-by-step.

ALSO...look for special one-time-only workshops by EMU Grant-Getting Superstars!

Calendars with specific dates, times and locations of ORD workshops have been distributed to all academic departments.

For more information, visit ORD's web page or call 7-3090.