

## 2016 Course Syllabus: ALS 6046 – Grant Writing

**Course Description:** Developing effective grant writing skills are essential to acquire competitive funding from government agencies and private foundations. Writing a successful grant proposal is a blend of art and science. It requires basic knowhow, content knowledge, writing proficiency, strong research skills, creativity, organizational ability, patience, and a great deal of luck. This course will provide students with the background necessary to develop a competitive funding proposal. **Students will be expected to prepare a complete grant proposal (minimum 40-70 pages with forms) to an agency of their choice and have that proposal reviewed by professionals in their field.** Lectures will focus on:

- Components of an application
- Helpful tools and resources
- Strategies for developing a proposal
- How to identify potential funding sources
- How to read and understand grant guidelines, requests for proposals/applications (RFP/RFA)
- Writing objectives
- Preparation and justification of budgets
- Protocols for use of animal and human subjects in research
- Cost-sharing and sub-contracts
- Procedures for grants submission and grants start-up
- The grant review process
- Writing cover letters
- Preparing a curriculum vitae
- The job interview process

**Course Objectives:** This course will provide an introduction to the basic skills, principles and techniques of successful grant writing. Students completing the course will:

- Understand the fundamental components of a grant proposal such as the abstract or summary, background and significance, specific aims/goals and objectives, project design and methods, sustainability, assessment, broader impacts, dissemination, budget, budget justification, and cover letter as well as the overall grant submission process.
- Learn how to locate available funding opportunities.
- Develop the skills needed to develop competitive grant proposals.
- **Prepare a complete grant proposal to an agency of their choice. This includes a minimum 10-18 page narrative and a minimum 2 year \$80,000 budget with multiple budget categories. Most full proposals will be 40-70 pages long with all of the required forms.**

**Lectures and Discussion:** 100% online <https://lss.at.ufl.edu/>

**Location:** The course will meet on Canvas

**Credits:** 2

**Pre-requisites:** This class is designed for doctoral students who have started their research. Masters students who are completing their research and have approval from their committee chair are welcome to register.

**Instructors:**

Dr. Jaret C. Daniels, Florida Museum of Natural History and Entomology and Nematology Department, email: [jdaniels@flmnh.ufl.edu](mailto:jdaniels@flmnh.ufl.edu).

Dr. Jennifer L. Gillett-Kaufman, Entomology and Nematology Department, email: [gillett@ufl.edu](mailto:gillett@ufl.edu).

**Course Web Site:** <https://lss.at.ufl.edu/> e-Learning in Canvas

**Office Hours:** By Appointment

**Textbook:** None.

**Previous Students From:** architecture, agricultural engineering, agronomy, building construction, chemistry, chemical engineering, education, entomology and nematology, geography, health & human performance, horticulture, journalism, mechanical engineering, medical school, music, neurobiology, nursing, physics, psychology, sociology, soil science, veterinary school, and wildlife ecology and conservation.

**Grading Criteria:** There are no exams in this course. Your grade will be computed according to the following scale:

70 points:

- Identify a grant opportunity (5%)
- Abstract and proposal outline (5%)
- Successful completion of a grant proposal including all forms (20%)
- Identification of proposal reviewers (10%)
- Completion of peer reviews and group assignments (20%)
- All deadlines for submission and class assignments are met (10%)

There will be a 10-point reduction for each late or missed assignment.

10 Points:

Quality of proposal reviews by external reviewers. If reviewer evaluations sum between 7-10, you will receive all 10 points. Sums between 11-15 will receive 8 points, sums between 16-19 will receive 6 points, and sums between 20-28 will receive 4 points. Please see the grant review form on the course web site for full description of the questions asked and rating scale. The grant documents are VERY IMPORTANT because you will be exposing your work to highly qualified individuals in your discipline area. Please take it VERY SERIOUSLY! Thus, 10% of your grade will be tied to the quality of your final proposal.

20 Points:

Participation in graded discussions. Due to the quantity and progressive nature of the material, it is essential that you make every attempt to participate in graded discussions.

**Final Grading Scale:**

100-90 A  
89-85 B+  
84-80 B

79-75 C+  
74-70 C  
69-65 D+  
64-60 D  
59-0 F

**Primary Course Assignment:** Students are expected to prepare a competitive grant proposal during the semester. The proposal can target any public or private sponsor of your choice, following the guidelines for submission in that sponsor's Request for Proposals (RFP). A major component of this course is the acquisition of anonymous peer evaluation of student grants during the semester.

Thus, you will be required to:

1. Obtain consent from a minimum of 3 qualified professionals anywhere in the world who can and **WILL** evaluate the quality of your proposal. **NONE** can come from the University of Florida; within the State of Florida.
2. Inform the reviewers of the course, its requirements and the need for a detailed proposal review.
3. Provide us with a list of the names, titles, institutional affiliations, and email addresses of your reviewers. It is of paramount importance that you contact them via email to **CONFIRM** which email address they wish to use and that the email address is accurate. Do not simply copy an email address from an online database and assume it is up-to-date and accurate.
4. Email each reviewer a copy of your **grant proposal and the sponsor's application guidelines** in PDF or MS Word format. Include in the email a **MS Word copy of the course grant review form**. Tell them once their review has been completed that they should complete **ONE** of the review forms and email it back to [gillett@ufl.edu](mailto:gillett@ufl.edu).

Based on past experience, it probably will be a good idea to have them drop you an email when they submit the evaluation. That way, you know they have responded. You can likely count on the fact that not everyone who **AGREES** will actually perform the review, so securing more than 5 reviewers might be a good idea.

I will compile all reviews and provide them to you at a later date. Some of your reviewers may wish to send copies directly to you. That's fine by me, but I **MUST** receive each review to insure you met the minimum quota.

5. On e-Learning submit a final PDF copy of your grant proposal and application guidelines, as well as a note about how you located the RFP.

## **2016 Lecture Schedule:**

Week 1: Introductions and timetables; overview of course assignments and requirements.

Week 2: Strategies for developing a proposal, helpful tools and resources; planning before you begin. Remember your RFA/RFP has the following minimum requirements- ***Remember this includes a minimum 10-18 page narrative and a minimum 2 year \$80,000 budget with multiple budget categories and a budget narrative. Most full proposals will be 40-70 pages long with all of the required forms.***

Week 3: Using grant databases; **Group exercise student database search due (5 points).**

Week 4: Understanding and writing for your audience.

Week 5: Components of an application. Crafting a title, writing an abstract.

Week 6: Components of an application. Designing methods and evaluation: who are key personnel? **Grant RFAs due online. (5 points).**

Week 7: Components of an application continued; budgets. **Draft abstract and detailed proposal outline due for peer review. (5 points).**

Week 8: **Provide peer review of draft abstract and detailed proposal outline. (5 points).**

Week 9: (Spring Break - No Class)

Week 10: **Abstract and detailed proposal outline due online on e-Learning (5 points);** Subcontracts and proposal processing.

Week 11: **Reviewer names due (10 points). Peer review assignment- Provide draft budget and grant forms for review and provide a peer review. (5 points).** University and sponsor-required forms; forms for use of animal and human subjects.

Week 12: **Peer review of full proposal narrative (10-18 pages, single spaced). (5 points).**

Week 13: Broader impacts and grant panels; **Full proposals due** (PDF files only, saved as your last name.pdf and submitted on e-Learning); **(20 points).**

Week 14: Preparing a curriculum vitae; job interview process. **Submit 2 page grant CV for Peer Review, provide peer review. (5 points).**

Week 15: **All external reviews due (10 points);** Social media and broader impacts data.

Week 16: The grant review process; analysis of your proposal reviews; course summary and online evaluations.

## **Key Deadlines**

The following is a list of key deadlines for the grant proposal development and reviewer acquisition assignments.

### **Week 6: Grant RFAs and blank forms due online.**

1. A complete PDF copy of the GUIDELINES FOR SUBMISSION provided by your target agency.
2. An statement in the assignments section of Canvas on why you chose your targeted agency and how you found the RFP.

**Week 10: Abstract and detailed proposal outline due.** Word files only, saved as your last name.doc and turned in on Canvas prior to class.

### **Week 11: Reviewer names due.**

Provide a list of 3 or 4 external reviewers. Provide in the assignment section on e-Learning a list of the names, titles, institutional affiliations, and email addresses of your reviewers. **None of these can be from Florida!**

**Week 13: Full proposals due.** Please submit the following on Canvas:

A final copy of your complete grant proposal (PDF files only, saved as your last name.pdf and turned in to e-Learning. This document **MUST** contain 100% of the forms demanded by the targeted funding agency and UF including a DSR1 form and any IRB or IACUC forms. If the agency to which you are submitting does not provide forms which can be downloaded or completed off line, you must print their form(s), complete them, scan them and place them into your application at the proper location.

**Week 15: All external proposal reviews due** to [gillett@ufl.edu](mailto:gillett@ufl.edu) via email.

## **Grades and Grade Points**

For information on current UF policies for assigning grade points, see <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

## **Attendance and Make-Up Work**

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

## **Online Course Evaluation Process**

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

## **Academic Honesty**

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: *“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”* You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: *“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”*

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code>.

## **Software Use:**

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

### **Services for Students with Disabilities**

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation

0001 Reid Hall, 352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)

### **Campus Helping Resources**

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- *University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, [www.counseling.ufl.edu/cwc/](http://www.counseling.ufl.edu/cwc/)*
  - Counseling Services
  - Groups and Workshops
  - Outreach and Consultation
  - Self-Help Library
  - Wellness Coaching
- *Career Resource Center, First Floor JWRU, 392-1601, [www.crc.ufl.edu/](http://www.crc.ufl.edu/)*