

**Course syllabus:** Grant Writing (PSYC 6355) CRN 26287 Spring 2014

**Professor:** Dr. Laura E. O'Dell (lodell@utep.edu)

**Class time:** Thursdays 4:30-7:20 pm in Classroom Building (C303)

**Office hours:** Fridays 3-5 pm

**Book:** *The Grant Application Writers Workbook: Successful Proposals to Any Agency* by Morrison and Russell. You will be provided with a copy of the first 2 chapters. You can order the workbook online at the following website: [http://www.grantcentral.com/workbook\\_otheragencies.html](http://www.grantcentral.com/workbook_otheragencies.html)

**Course objective:** This course will cover various topics related to proposal writing. The goal is to familiarize the students with the process involved in writing and submitting a proposal. The students are expected to develop and write a proposal to submit to a funding agency. The class will do a mock review session where the students will evaluate each other's applications and provide a written summary statement that will be used to prepare a final draft of the application.

**Attendance:** This class only meets once a week, so you must attend every class period. *Missing a class will reduce your final grade by ONE letter grade. There will be no exceptions to this rule, so make arrangements now for travel, conferences etc.*

<b><u>Dates</u></b>	<b><u>Topic to covered</u></b>	<b><u>Assignment</u></b>
1-23	Writing skills	Read Chapters 1-2 of book
1-30	Writing Fellowships	Read Chapters 3-4 of book
2-6	NIH terms	Read Chapters 5-6 of book
2-13	Review Process, Criteria	Read Chapters 7-8 of book
2-20	How to start? Mechanisms	Read Chapters 9-10 of book
2-27	Specific Aims	Read Chapters 11-13 of book
3-6	Background	Read Chapters 14-15 of book
<b>3-13</b>	<b>NO CLASS THIS WEEK-</b>	<b>SPRING BREAK</b>
3-20	Procedures and Methods	Read Chapters 16-17 of book
3-27	Budgets	Read Chapter 18 of book
4-3	Presentations and Feedback	work on drafts of proposal
4-10	Presentations and Feedback	work on drafts of proposal
4-14	Presentations and Feedback	Proposals DUE Monday the 14th
4-24	Mock IRB	Prepare summary statements for PI
5-1	Mock IRB	"
5-8	Mock IRB	"

**Grading Policy:** You will be graded in 4 areas each worth 25% of your grade. All grades will be administered out of 100 points, and the 4 grades will be averaged at the end of the class.

- 25% In Class Quizzes
- 25% Individual Presentation
- 25% Writing Assignments
- 25% Final Paper

**In-Class Quizzes:** Throughout the class students will receive in class quizzes with a list of questions or a written reflection on the readings. The quizzes are intended to ensure *that the material was read*. *There will be NO make up quizzes administered, if a class is missed.*

**Individual Presentation:** Students will give a short oral presentation of your proposal. You will be graded on your ability to organize your grant in a logical and clear manner. You may administer handouts or use visual displays in your presentation. You will also be graded on your ability to field questions.

**Final Paper:** Students will be given a grade on the final grant application that integrates the changes suggested in your summary statements. Extra time will be allotted after finals to allow integration of the summary statements into your final application.

**Writing Assignments:** You will be given a grade on all of the writing assignments. The assignments will be turned in at the beginning of the class period. Late documents will be reduced 10 points.