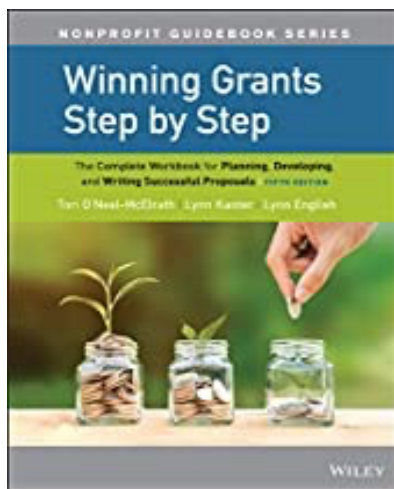


**Grant Writing**  
**RWS 5313 (CRN 12550)**  
**8/28/2023 - 10/16/2023**

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### **Textbook**



O'Neal-McElrath, T., Kanter, L., & English, Lynn. (2019). *Winning Grants: Step by Step*, 5th ed. Wiley.

This book is available at no cost as an e-book from the UTEP Library. Go to the UTEP Library Homepage and enter the title in the catalog search box. Be sure to click on the 5th edition of the book, which was published in 2019. When requested, enter your UTEP credentials to gain access. You'll be able to annotate and highlight the text, just as you would a print edition. You'll have access to the e-book as long as you're registered at UTEP.

If you prefer to purchase a hard copy of the book, it's available at the UTEP bookstore and at online marketplaces such as Amazon (prices start at about \$28). Again, be sure to purchase the 5th edition. NOTE: If you buy a new copy of this book, you'll receive an access code to the publisher's website. You won't need this access code for the class, so feel free to purchase a used copy of the book if you wish.

## Course Description

RWS 5313 Grant Writing introduces you to the process of writing grant proposals: finding potential funders, analyzing requests for proposals, anticipating the needs of reviewers, conforming to application guidelines, and composing all sections of a full proposal. By the end of this course, you will have prepared a substantial grant proposal that you can send to a grantor.

This completely online course helps prepare you for a career as a grant writer or as a supplement to your academic and professional work. The assignments in this writing-intensive course provide the opportunity to work both alone and collaboratively in a virtual setting.

This course takes you step-by-step through the grant writing process, so don't be concerned if you have never written a grant proposal before. You will choose a non-profit organization that interests you, locate potential funding, and write a proposal for a cause that you care about. Your funding source will likely be a government agency or a type of foundation (private, corporate, or community). If you are an advanced graduate student interested in writing a research grant, you can adapt these requirements to a research project.

You will share portions of your grant proposal to the course website, so be sure that you write only what you are willing to share with a wider audience.

## Course Outcomes

Writers succeed when they combine motivation, instruction, and practice to any writing task. You can do your best proposal writing when you choose your own topic, work collaboratively, and receive constructive feedback.

By the end of this course, you will have completed a full grant proposal. To do this, you will learn to

- Understand different types of grants and funders.
- Use appropriate persuasive strategies for your intended audience.
- Gather and interpret data for your project justification.
- Create all sections of the proposal, including the budget.
- Constructively interact online with your fellow proposal writers.
- Effectively format your final draft.

## Course Organization and Policies

This is a completely asynchronous course with no scheduled online or face-to-face class meetings. Instead, you will work on your own within the course deadlines. Although you won't meet as a whole class at the same time, you will interact regularly with each other on our online discussion board and peer review groups.

To enter the course on Blackboard, go to myutep.edu, enter your credentials, and then click on "Blackboard." The link for this course (and any other UTEP course you're taking) will appear.

On the home page, you will see "Welcome Module," where you can read and consult course-relevant documents including Syllabus and Weekly Schedule, and FAQs throughout 7 weeks. Below the Welcome Module, you will find folders containing course materials week-by-week. Each folder will provide you with the course content, including the week's learning objectives and readings, lecture, discussion post information, additional resources, and other important information.

On the left-hand menu of the Blackboard site, you'll see links to other important parts of the course. I will send out an announcement at the beginning of each week that gives you an overview of the week's activities. I might also send out announcements periodically as needed. In addition to this link for the announcements, you'll also receive the announcements in your UTEP email.

On the left-hand menu, you'll also see access to the discussion posts, the two major assignments, and the email page where you can send other writers your assignments for peer review, and your grades. This menu also has links to BlackBoard Help, UTEP Library, and University Writing Center.

## **Course Participation**

As part of this course, you will

- Spend a minimum of 3-6 hours per week on the course website retrieving email, reading and reviewing materials, and participating in discussion boards.
- Spend an additional 10-12 hours per week on- and off-line working on your grant proposal and collaborating with your classmates on assignments.
- Correspond with your instructor concerning questions or concerns.

## **Communication Tools**

We will use these strategies to communicate with each other:

**Announcements:** At the beginning of each week, I will post updates and reminders of course activities.

**Blackboard and UTEP Email:** I anticipate many interesting questions and want to ensure that everyone benefits from hearing the answer, so rather than emailing me, I encourage you to post your questions in the available discussion areas. You may also email me or your fellow students as needed.

Because this is a completely online course, all communication is through UTEP Blackboard and UTEP email.

## Discussions

Because this course is highly interactive, you'll regularly post to the discussion board throughout the term. Every week I will give you 4 prompts that focus on the week's topic. You'll need to respond to at least 3 of these 4 prompts, as well as reply at least once to a classmate's post, for a total of at least 4 posts per week. In other words, each week choose 3 prompts and 1 of your classmate's replies to respond to. Each post should be at least 125 words. A further breakdown is given in the grading criteria.

The discussion board topics open for the week on Monday morning at 8:00 am and remain open for the semester, but you will receive credit for postings made only during the current week. We will use Mountain Time (MT) throughout the course.

- For Week 1, your time to post starts on Mon, Aug 28 at 8:00 am and ends on Sun. Sept 3 at midnight.
- For Week 2, your time to post for the week will begin on Mon, Sept 4 at 8:00 am and end on Sun. Sept 10 at midnight.
- For Week 3, your time to post for the week will begin Mon. Sept 11 at 8:00 am and end on Sun. Sept 17 at midnight.
- And so on for all subsequent weeks.

You should start a new thread each time you post, except for when you reply to a classmate's post.

Please remember that the discussion boards are reserved for meaningful classroom discussion. It is not appropriate to use the discussion boards to talk about topics not related to this course, to complain, to promote your business, or to sell anything. I reserve the right to delete any message that I feel is not on topic or that contains controversial or insulting language.

## Grading Criteria

The grade you earn for this course will be based on the quality and quantity of your work.

Grade "A" - Fulfill all competencies

1. Post at least 4 times per week (three of your own posts in response to the prompts, and at least one reply to another classmate's post), for a total of at least 28 posts. Each post (including your reply to a classmate) must be at least 125 words. These posts must be completed during their designated week.
2. Earn a minimum of 450 points (out of 500) on the two assignments combined.

3. Complete the peer reviews for Assignments #1 and #2, offering constructive feedback to your fellow grant writers.
4. Complete a final grant proposal, at least 8 pages single-spaced, finished and ready to send to a funding agency or foundation.

#### Grade "B" - Fulfill all competencies

1. Post at least 24 times during the course; each post must be at least 125 words. These posts must be completed during their designated week.
2. Earn a minimum of 400 points on the two assignments combined.
3. Complete the peer reviews for Assignments #1 and #2.
4. Complete a final grant proposal, at least 7 pages single-spaced, finished and ready to send to a funding agency or foundation.

#### Grade "C" - Fulfill all competencies

1. Post at least 20 times total during the course; each post must be at least 125 words. These posts must be completed during their designated week.
2. Earn a minimum of 350 points on the two assignments combined.
3. Complete the peer reviews for Assignments #1 and #2.
4. Complete a final grant proposal, at least 5 pages single-spaced, finished and ready to send to a funding agency or foundation.

Students who do not fulfill the "C" competencies will receive a "D" or "F" in the course.

Remember that you only receive credit for postings that respond to the prompts from the current week. In other words, if you post in response to prompts to a previous week, you won't receive credit.

### Assignment Point Values

|   |            |
|---|------------|
| Assignment #1: Problem Statement, Goals, Objectives | 150 pts    |
| Assignment #2: Final proposal                       | 350 pts    |
| Total   | 500 points |

### Technical Requirements and Support

Course content is delivered via the Internet through the UTEP Blackboard course management system. You should have a UTEP e-mail account, have access to a computer and the Internet, and be familiar with using Blackboard, a Web browser, e-mail, and Microsoft Office.

If during the course of the semester you can't log in or have any other technical problems, call the Help Desk at 915-747-4357 (HELP) or email [helpdesk@utep.edu](mailto:helpdesk@utep.edu).

### ***Academic Integrity Statement & Professionalism***

As a scholar and member of intellectual communities, you will abide by the standards of academic honesty and responsibility. According to the Office of Student Conduct and Conflict Resolution at UTEP, academic integrity is a “commitment to fundamental values: honesty, trust, fairness, respect, and responsibility.” To achieve the learning goal by exchanging ideas and making scholarly conversations, all UTEP members have the responsibility to respect these values and execute ethical behaviors and independent thought that are essential.

Academic dishonesty is prohibited and is considered a violation of the [UTEP Handbook of Operating Procedures](#). It includes, but is not limited to, cheating, plagiarism, and collusion. Any violations of academic integrity and honesty will be reported in a written form and referred to the [Office of Student Conduct and Conflict Resolution](#). All work submitted must be original. Students who plagiarize or self-plagiarize (i.e., students who submit works that were submitted to other courses) or who fabricate (create false information on a reference page) or who collude (lend work to another person to submit as their own) will receive a zero grade for the assignment and for the professionalism grade, and if academic integrity is further breached in other assignments, students automatically get an F grade and may not be able to continue the coursework and/or UTEP coursework. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action. Please refer to the UTEP [Academic Integrity](#) webpages. To learn more, please visit [HOOP: Student Conduct and Discipline](#).

### ***Guidance on Generative Large Language Model-based Tools***

You may not use generative Large Language Model-based AI tools such as Chat GPT and Google Bard to complete your writing assignments. As your major assignments and brief writings are based on your chosen nonprofit organization and reflections on your own writing activities, those tools are not suitable. More importantly, they are reported to aggravate unequal access, exclusion, and bias (see Dobrin, [2023](#)). Please refer to the [MLA-CCCC Joint Task Force on Writing and AI Working Paper](#) to learn more about risks induced by using LLMs.

Students must cite any borrowed content sources to comply with all applicable citation guidelines, copyright law, and avoid plagiarism. Instances that violate these guidelines will be referred to the [Office of Student Conduct and Conflict Resolution](#).

### ***Plagiarism Detecting Software***

Some of your course work and assessments may be submitted to SafeAssign, a plagiarism detecting software. SafeAssign is used to review assignment submissions for originality and will help you learn how to properly attribute sources rather than paraphrase.

### Academic Resources

- [UTEP Library](#): Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- [University Writing Center \(UWC\)](#): Ask for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- [RefWorks](#): A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.
- [The Miner Learning Center](#): Join peer-led study sessions in person or online to review content and discover study strategies in core curriculum courses.
- [UTEP Edge](#): UTEP's cross-campus framework for student success and empowerment – develops students' assets through high-impact experiences made possible by the expertise and dedication of faculty, staff, alumni, and community partners.

### Individual Resources

- [Student Success Help Desk \(SSHD\)](#): Students experiencing challenges or obstacles to academic success including registration, financial, food, housing, and transposition resources my submit a ticket request assistance to [studentsuccess@utep.edu](mailto:studentsuccess@utep.edu)
- [Military Student Success Center](#): Assists personnel in any branch of service to reach their educational goals.
- [Center for Accommodations and Support Services](#): Assists students with ADA-related accommodations for coursework, housing, and internships.
- [UTEP Food Pantry](#): Non-perishable food items are available to students who are currently enrolled in classes. Bring a Miner Gold Card to Memorial Gym, Room 105, Monday through Friday, 10 a.m. to 2 p.m.

### Resources for Discrimination, Harassment, and Sexual Violence

UTEP is committed to providing an educational, working, and living environment where students, faculty, staff, and visitors are free from gender and/or sex discrimination of any kind. Sexual assault, discrimination, harassment, and other Title IX violations are not tolerated by the University. If I become aware that an incident of sexual misconduct has occurred, as an instructor I am required by law to report it to UTEP Title IX Coordinators.

- Counseling and Psychological Services: <https://www.utep.edu/student-affairs/counsel/> Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.
- On Call Crisis services: Please refer to our [Crisis & Emergency](#) page to learn what is considered a mental health crisis.
- Our Miners Talk: Crisis Line will also remain in operation for after-hours services. After hours, please call 915.747.5302.

### ADA Statement

Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make necessary arrangements. Students must present appropriate verification from Student Disability Services during the instructor's office hours. Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from Student Disability Services has been provided. For additional information, please contact the Center for Accommodations and Support Services (CASS) at <http://sa.utep.edu/cass/> or call the CASS at 915-747-5148 or email them at [cass@utep.edu](mailto:cass@utep.edu)