Grant Writing for Communication Research

MMC 6936
2 Credit Hours
Summer C 2014 T 1-2
Weimer G030

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	2016 Weimer Hall		or by appointment
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<u>Course Communications:</u> Sakai is the primary course management system that we will use for this course.

Grant writing can be complex and ambiguous. If you have a question (or five), **<u>please ask</u>**. It is possible that your classmate has a similar question. Please post your questions to the course discussion board on Sakai to create a course reference system. If you have a private question, please send me an email through Sakai.

<u>Class Meeting Times:</u> We will be meeting for two hours on Tuesday mornings. Although this is a Summer C class, face-to-face lectures will take place during Summer A and online lectures will be scheduled for Summer B. As long as you have a reliable internet connection, you do not have to be on campus in July and August to complete this course.

<u>Prerequisite Knowledge and Skills:</u> Admission to a PhD program, permission of the faculty advisor, and completion of MMC 6408 (Perspectives) **and** at least one MMC methods course.

PhD students from other colleges should have a working knowledge of communication theory and methods prior to enrolling in this course, and are required to contact the instructor prior to enrolling in the course.

<u>Course Description:</u> Research proposal writing and management; opportunity selection, proposal drafting, project management, and federal regulations.

This course is targeted for PhD students and provides an opportunity to develop highly marketable grant writing and project management skills, which are highly sought after by academic and non-academic employers. After taking this course, you will be able to list with confidence grant writing as a skill on your CV.

<u>Purpose of Course:</u> In this course, I will guide you through the selection and evaluation of grant opportunities. You will learn about the main proposal components and prepare a full proposal for submission to a federal agency. We will focus on the National Science Foundation (NSF) and the National Institutes of Health (NIH) as these two agencies provide the most opportunities and funding for communication research. In addition, your effort will be budgeted on the proposal you will create. If you proposal is funded, it could cover some of your graduate salary and tuition or support a part of your salary as a junior faculty.

Course Goals and/or Objectives: By the end of this course, students will:

1. Have the understanding of grant writing process

2. Gain knowledge about the practices that lead to successful proposal writing

3. Learn the general structure and components of federal proposals

4. Complete a communication research proposal suitable for submission to a federal agency

Texts: There is no required text for this course. Readings will be posted on Sakai or distributed in class. A list below is short bibliography of grant writing books, which could be helpful for research proposal drafting.

Browning, B. (2007). *Perfect Phrases for Writing Grant Proposals*. McGraw Hill Professional.
Karsh, E. (2014). *The Only Grant-writing Book You'll Ever Need: Top Grant Writers and Grant Givers Share Their Secrets*. Basic Books.
* Li, P., & Marrongelle, K. (2013). *Having Success with NSF: A Practical Guide*. Wiley.
Miner, J. T., & Miner, L. E. (2013). *Proposal planning and writing*. ABC-CLIO.
Koch, D. S. (2009). *How to Say It: Grantwriting: Write Proposals That Grantmakers Want to Fund*. Penguin.
* Pequegnat, W., Boyce, C. A., & Stover, E. (Eds.). (2011). *How to write a successful research grant application: a guide for social and behavioral scientists*. Springer.
* Yang, O. O. (2012). *Guide to Effective Grant Writing: How to Write a Successful NIH Grant Application*. Springer.
* *Available at UF*

Additional Resources: You will need a thumb drive or a cloud folder to store your proposal.

Instructional Methods: This course will be a mix of face-to-face and online lectures, class discussions and speaker visits. We will also have several one-on-one meetings to make sure that each project is on track to become a successful, completed proposal. Each student will make a presentation at the end of the course.

Instructor Contact: One of the central lessons you will learn from this course is that a good grant writer asks a lot of relevant questions. Ask away! I usually check my email several times a day but to make sure I don't miss your question, please use **MMC 6936** in the subject line of your email.

UF Policies

University Policy on Accommodating Students with Disabilities: Students requesting accommodation for disabilities must first register with the Dean of Students Office (http://www.dso.ufl.edu/drc). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

University Counseling and Mental Health Services: Students are encouraged to utilize the various group and individual programs and services available at the Counseling Center and Student Mental Health.
University Counseling Services: P301 Peabody Hall, 392-1575
http://www.counsel.ufl.edu/
Student Mental Health Services: Student Health Care Center Room 245, 392-1171

http://shcc.ufl.edu/smhs/

University Policy on Academic Misconduct: Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at http://www.dso.ufl.edu/students.php.

UNIVERSITY HONOR CODE

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity. On all work submitted by students at the University, the following pledge is implied: *"On my honor, I have neither given nor received unauthorized aid in doing this assignment."* Plagiarism and cheating are serious offenses and will be dealt with as such; any student found plagiarizing or cheating on coursework or exams will receive a failing grade on the assignment and potentially in the course, and will be routed through the appropriate judicial process through the Student Conduct and Conflict Resolution office. Students are expected to complete all coursework on their own, unless specifically instructed to do otherwise.

Getting Help

Computer Assistance: Sakai is accessed by using your Gatorlink account name and password at http://lss.at.ufl.edu. There are several tutorials and student help links on the Sakai login site. If you have technical questions call the UF Computer Help Desk at 352-392-HELP or send email to helpdesk@ufl.edu. For issues with technical difficulties for E-learning in Sakai, please contact the UF Help Desk at:

Learning-support@ufl.edu
(352) 392-HELP - select option 2
https://lss.at.ufl.edu/help.shtml

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

UF library support: The UF library provides a number of services to on-campus and distance learning students. For example, students can request detailed instructions on how to access library resources by seeking assistance from the librarians online at www.uflib.ufl.edu/ask, or you can visit the UF Library at www.ufl.edu/libraries.

Course Policies

Attendance Policy: This high-pace course has weekly reading and writing assignments. ATTENDANCE IS MANDATORY. Please arrive to a class meeting on time or you may miss some of the materials. I will not be able to provide one-on-one catch up sessions, and you will have to rely on readings and notes from your classmates. Absences due to academic conferences, religious holidays and certain university-sponsored events may be excused if appropriate written documentation is provided at least 48 hours before the class. Absences due to illness will be excused only if a doctor's note is provided in a timely manner. Requests to have an absence excused must be submitted via e-mail. If you are absent, it is your responsibility to collect notes from a fellow student. You are still responsible for turning in assignments on time.

Quiz/Exam Policy: This is a pass/fail course. There will be no quizzes or exams (yay!), but there will be multiple writing assignments, which will constitute parts of your final proposal. Instructions and guidelines for each assignment will be distributed during the class.

Make-up Policy: No make-up assignments will be offered in this course, but two late assignments will receive no penalty.

Assignment Policy: Assignments should be uploaded to the course page on Sakai by the deadline indicated in the syllabus. All assignments are due by 5:00 pm (EST) on the day they are due.

Grading Policies

This is a pass/fail (S/U) course. A satisfactory grade is based on attendance, timely submission of assignments, and completion of a research proposal.

I believe that every student who takes this course will succeed, and I am committed to helping you. However, as this is a high-pace course, you have to stay on track. Grant writing is a tough game field but life happens. If health problems prevent you from attending or submitting an assignment, I need to know about it before the class or due date (no exceptions). You also have two no-penalty strikes for late assignments. If you miss more than two deadlines for assignments, you will get a grade of "U" for the course.

Failure to submit a final proposal by the due date will result in a grade of "U."

Faculty Advisors

Only faculty in full-time positions are authorized to act as PIs and submit research proposals to federal agencies. CJC students will work with their graduate faculty advisors, who will provide feedback to the final proposal and will be the submitting PI for the proposal. Students from colleges outside of CJC will have an appropriate communication researcher assigned for the mass communication part of the proposal but may designate a faculty member from their college as a main PI if their proposal is primarily focused on other research topics.

Course Topics

We will cover the following topics:

Definition of grants	Collaboration basics
Calls for proposals and opportunity searching	Budgeting
Proposal writing process	Financial project management
Proposal development	Project evaluation
	Ethical conduct of research

The main product of this course is a 15-page communication research proposal suitable for submission to NIH or NSF. Calls from other federal agencies, like the Department of Labor, Department of State, Department of Education, or Army, could be used if approved by the course instructor. You will produce an original proposal and prepare administrative proposal components required by any federal sponsor. You will be completing a number of assignments to make a step-by-step progress toward a successful, complete proposal.

Every federal proposal has multiple components and has to be submitted by a strict deadline. To help eliminate (or at least decrease) the pressure of a big final deadline, you will be drafting and finalizing proposal components throughout the semester. The assignments are not busy work but integral to the development of your grant proposal. The evaluation of activities will vary with the kinds of activities. For some, you may only receive a notification that it was completed on time, and for others you may receive detailed revision notes. In either case, you are always welcome to ask for more feedback.
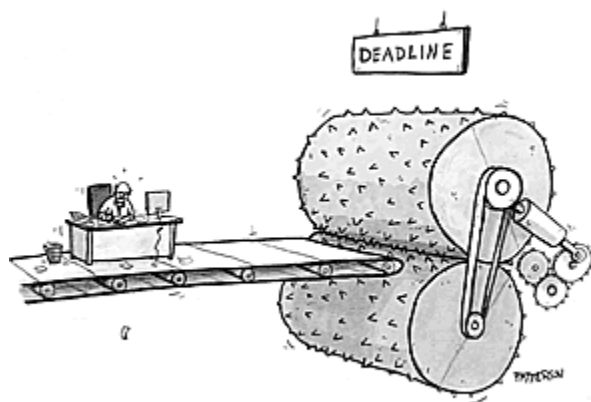
All submitted files must be in WORD and have MMC 6936, your name and assignment description in the file name. All files must follow a naming convention of MMC6936_LastName_AssignmentName (no spaces); for example, MMC6936_Strekalova_ResearchPlan.

Course schedule and assignment deadlines are available on the course site at http://lss.at.ufl.edu

Deadlines

Grant writing is a demanding and competitive world that is rarely forgiving. Sponsors strictly uphold deadlines and requirements for the proper elements and format of a proposal "package." Very few exceptions are ever made. A UF faculty member, for example, worked for several months on a large federal research proposal. He had submitted his proposal right before the deadline. His submission was not accepted because he had unallowable characters in the proposal file name (and had no time to make this simple change). Another faculty was working on a full proposal but did not submit a letter of intent by the required deadline. She finished her proposal with days to spare but was unable to submit it to the sponsor. In both cases, the faculty member had to wait a full year to submit again. Excuses are rarely accepted.

Adherence to deadlines and ridged content and format demands are key for successful proposal submission. Unlike the grant world, you will have two "no penalty" chances to turn in a late assignment. However, no assignments will be accepted if they are more than 7 days late.

All assignments are due by 5:00 pm (EST) on the day indicated in the course schedule.