

MMC 6936: Grant Writing

Weimer 1074 | Thu Period 6 - 8 (12:50 PM - 3:50 PM)

Professor

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Office Hours and Contact

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Course Description

Grant Writing (MMC6936) provides PhD students with an opportunity to develop grant writing and project development skills, which are highly applicable in academic and non-academic environments. Students will learn how to work collaboratively to conceptualize a grant proposal and develop standard proposal components, including project goal, background, logic model, approach, and budget. Students will also work individually to conduct preliminary research and collect data for a needs assessment.

After completing this course, you will be able to

1. Identify and formulate a strategy for the main components of a collaborative academic project.
2. Define, select, and apply needs assessment methods to proposal planning.
3. Match existing UF resources to project strategy and select collaboration partners.
4. Prepare project implementation plan using suitable methodologies.
5. Locate and assess prospective funding opportunities.
6. Identify and prepare administrative and fiscal components of the proposal to complete the submission.

Required Readings

Required textbook:

Hall, S., & Howlett, S. (2016). *Getting funded: The complete guide to writing grant proposals*. Continuing Education Press. ISBN: 9780984277254.

Optional textbook:

Morrison, E., Hutcheson, S., Nilsen, E., Fadden, J., Franklin, N. (2019). *Strategic Doing: Ten skills for agile leadership*. Wiley. ISBN: 1119578663.

Additional readings will be posted on Canvas (<http://elearning.ufl.edu/>)

Grading

Individual assignments	230 pts
Group assignments	230 pts
Participation and discussions	40 pts
Total	500 pts

Grading Scale, in %

A	100-93	C	76-74
A-	92-90	C-	73-70
B+	89-87	D+	69-67
B	86-84	D	66-64
B-	83-80	D-	63-60
C+	79-77	E	59 and below

Course Policies

Diversity: All class activities and discussions will be conducted in mutual respect for everyone in the class and their opinions. We will embrace an appreciation for the multicultural nature of the University of Florida, and practice the spirit of inclusiveness in which students should plan to work.

Attendance Policy: Your attendance and participation are important to making this class a success. Class starts at 12:50, and not at 1:00. Please arrive to a class meeting on time or you may miss some of the materials. I will not take roll for every class, but when there are student presentations or guest lectures, you will be required to sign in. I expect that you will attend every class unless an emergency prevents you from doing so. If you find that you do have to miss a class due to an emergency, let me know immediately. I reserve the right to lower grades due to excessive absences or tardiness. This is a 15-week course with a week off for the Thanksgiving holiday. Missing three classes means missing over 20% of the course meetings and will result in a grade reduction. Exceptions will be made for absences documented by a doctor's note, police report, or jury summons. 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. You are still responsible for turning in assignments on time.

Quiz/Exam Policy: There will be no quizzes or exams (yay!), but you will be required to complete and submit multiple writing assignments, which will serve as section drafts for your final proposal. Instructions and guidelines for each assignment will be distributed in class.

Make-up Policy: No make-up assignments will be offered in this course. Late individual and team proposal submissions will be accepted but receive a 50% point reduction. Assignments that are overdue by 48 hours or more will not be accepted.

Assignment Policy: Assignments should be uploaded to the course page on Canvas by 8:00 a.m. (EST) on the day indicated in the syllabus.

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 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

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/>

Computer Assistance: Canvas is accessed by using your Gatorlink account name and password at <http://elearning.ufl.edu/>. There are several tutorials and student help links on the Canvas 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>

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 Schedule

Please Note: As the semester progresses, this schedule may change to reflect the progress and needs of the class.

Week/Date	Topic
Aug, 22	Introduction to grant writing and collaborative research
Aug, 29	Project goal
Sep, 5	Conceptual framework and theory of change
Sep, 12	Project approach
Sep, 19	Project design Objectives, outcomes and logic model
Sep, 26	Project resources and institutional support
Oct, 3	Significance and feasibility Needs assessment
Oct, 10	NO CLASS MEETING - Individual meetings
Oct, 17	Writing mechanics
Oct, 24	Budget and budget justification
Oct, 31	Calls for proposals
Nov, 7	Funding search and funding strategy
Nov, 14	Team and project management plan Sustainability and stakeholder engagement
Nov, 21	Letters of support and letters of intent Project presentations
Nov, 28	NO CLASS MEETING - Thanksgiving Holiday

Assignments

All submissions should use the following formatting: 1-inch margins all around, 12-point Times New Roman font, and single-spaced text.

Assignment Schedule

Please Note: All assignments are due by 8 a.m. on the date indicated in the assignment schedule. (I) = individual assignment; (G) = group assignment

Week/Date	Topic	Pts
Aug, 29	Updated CV with a research statement (I)	10
Sep, 5	Project goal (G)	10
Sep, 12	Conceptual framework (I)	15
	Theory of change (G)	10
Sep, 19	Research method brief (I)	15
	Project assets (G)	10
Sep, 26	Project objectives (G)	10
	Draft logic model: inputs, outcomes & impact (G)	10
	Measurement instrument (I)	10
Oct, 3	Institutional resource brief (I)	15
	Institutional support (G)	10
Oct, 10	Significance (G)	10
	Draft IRB protocol (I)	10
Oct, 17	Needs assessment study: Background, conceptual framework, HH/RQ, and Methods (I)	30
Oct, 24	Journal list and guidelines (I)	10
Oct, 31	Budget and budget justification (G)	10
Nov, 7	Full proposal draft (G)	30
Nov, 14	Funding sources and proposal outline (I)	15
Nov, 21	Final team proposal submission (G)	100
Dec, 9	Needs assessment paper due (I)	100