

COM 6715: Grant Writing

Thursdays 12:50 pm – 3:50 pm

Instructor

Janice Krieger, PhD
Professor, Advertising
Director, STEM Translational
Communication Center
Program Co-Leader, Cancer Center

Office: 2024 Weimer Hall**E-mail:** janicekrieger@ufl.edu**Office Hours:** By appointment**Course Description & Goals**

Grant Writing provides trainees with an opportunity to develop grant writing and project development skills, which are highly applicable in academic and non-academic environments. Students will learn to conceptualize a grant proposal and develop standard proposal components, including project goal, background, logic model, approach, and budget. The goal of this class is to develop a first draft of a fellowship proposal, dissertation funding, or a research grant.

Grant writing is a skills-based course. Thus, the majority of the class will be geared toward providing opportunities for you to develop and refine your grant-writing knowledge and experience. The course assumes that each trainee comes with a general area of research focus and a working knowledge of the literature in their area. Trainees from all social and behavioral sciences are welcome; however, the focus will be on preparing grant applications utilizing theories, models, and methods in communication.

There will be an assignment due each class period. Each class period will be divided into three parts: 1) peer review of assignment; 2) editing assignment; 3) instruction/Q&A. Descriptions of how to complete each assignment can be found on Canvas.

Learning Objectives

After completing this course, you will be able to:

1. Locate and assess prospective sources of grant funding.
2. Evaluate suitability of diverse funding mechanisms and associated requirements.
3. Formulate a strategy for responding to an RFA.
4. Construct the main components of a competitive grant proposal.
5. Identify and prepare administrative and fiscal components of the proposal.
6. Quantify the amount of time required to complete a submission.
7. Participate in the peer-review process.

Required Reading

Articles available through the course website: Canvas (<http://elearning.ufl.edu/>)

Suggested Reading

TBD.

American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.). Washington DC: Author.

Course Requirements

Grant Proposal (40%): The major assignment in this course is to apply the skills you have learned to create a complete draft of a grant proposal. Trainees must receive the approval of the instructor and follow the instructions provided by the granting agency. Acceptable grant opportunities include federal/ institutional training (e.g., TL1, T32, NIH F31, NSF DDIRG) or research projects (e.g., pilot study, R03, R21) requiring a six-page (single-spaced) narrative. See the assignment description for more details. The draft of the proposal must be written entirely by the trainee; however, it is expected that the student will consult with one or more faculty members as content or method experts when creating their proposals. Grant proposals will be graded based on overall grantspersonship and the extent to which the document corresponds to the associated RFA.

Mock Review (10%): Trainees will receive drafts of peer grant proposals and compile critiques according to the instructions provided by Dr. Krieger. The trainee will deliver critiques in the mock review and participate in the ensuing discussion as appropriate.

Weekly Writing Assignments (20%): Trainees will complete a draft of a grant-related component for each class session. Each component must be accompanied by an annotated bibliography of the references cited. The component will be reviewed during class (see weekly peer review assignment). Trainees will have an opportunity to ask questions and edit their draft based on peer review during the class session before submitting the assignment. Assignments will be graded Pass/Fail. There will be 11 assignments; the lowest score will be dropped.

Weekly Peer Review Assignment (20%): Trainees will conduct a review of peer work during the class session. The trainee is expected to construct one to two paragraphs that provides the author with suggestions for one or more areas of improvement. Assignments will be graded Pass/Fail. There will be 11 assignments; the lowest score will be dropped.

Attendance, participation, and writing accountability (10%): Students are expected to attend class regularly and engage actively and thoughtfully in discussion and activities. Participation also involves identifying at least one question and one comment/resource based on the assigned materials each week. You must post your questions/comments to the discussion board by noon on the Wednesday before class. Students will also be asked to keep a log of their writing time. It

is expected that students will write a minimum of five hours per week in addition to time spent in class. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:

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

Note: Course requirements, due dates, and activities are subject to change per announcements in class and Canvas. You are responsible for being aware of any such changes.

Course Policies

Missed or late assignments: Extensions for missed assignments will *not* be given (i.e., if you are late on an assignment, you will receive a zero on that exam or assignment). The only exceptions to this policy will be documented emergencies (e. g., hospitalization). If, at any point, you are confused about assignments, expectations, or are getting lost in the course material, please set up a time to meet with me.

Class participation: Efforts to participate must help facilitate an environment that is comfortable for all. For this reason, it is expected that all students (1) display respect for all members of the class – including the instructor and other students, (2) pay attention to and participate in all class sessions and activities; (3) avoid unnecessary disruption during class time; and (4) avoid racist, sexist, homophobic or other negative language that may unnecessarily exclude members of our campus and classroom. This is not an exhaustive list of behaviors; rather, they represent the minimal standards that help make the classroom a productive place for all concerned. Final course grades may be reduced by 2% each class in which you engage in these sorts of behaviors.

Written Work: There are expectations that will be applied across all graded work. All written work should demonstrate your familiarity with the issues or concepts under discussion. Criteria for evaluation include: (a) scope and focus of your work, (b) conciseness and clarity, (c) organization, (d) knowledge of the topic, (e) depth of the investigation, (f) writing style, and (g) utilization of outside sources. **All written assignments must be typewritten and conform to APA style guidelines** (unless otherwise indicated). Please use double spacing, one inch margins, and a font that is reasonable size (e.g., Helvetica or Times New Roman 12 point font).

Evaluations: Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

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.

Resources

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 Canvaslogin 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 distancelearning 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.