

**COM 6715: Grant Writing**  
Tuesdays 10:40 – 11:30 am  
Thursdays 10:40 am – 12:35 pm  
**Location:** Zoom Virtual Classroom  
**Academic Term:** Fall 2022

**Instructor:**

Carrie A. Miller, PhD, MPH  
Assistant Professor, Public Relations &  
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Office Hours: By appointment

**Course Description**

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 on most class meetings. Descriptions of how to complete each assignment can be found on Canvas. Articles available through the course website: Canvas (<http://elearning.ufl.edu/>)

**Course 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 Schedule***

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

## ***Attendance Policy, Class Expectations, and Make-Up Policy***

**Attendance Policy:** Excused absences must be consistent with university policies in the [Graduate Catalog](#) and require appropriate documentation. Additional information can be found in [Attendance Policies](#).

**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).

**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.

**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.

## ***Evaluation of Grades***

**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. Miller. 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 each week. 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 final version. Assignments will be graded Pass/Fail.

**Weekly Peer Review Assignment (20%):** Trainees will conduct peer reviews each week (see assignments on course schedule). During peer review, the trainee is expected to construct one to two paragraphs that provide the author with suggestions for one or more areas of improvement. The assigned trainee(s) will upload their feedback on Canvas (by noon on the Monday before each Tuesday class) and share their feedback during class. Assignments will be graded Pass/Fail.

**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 two grant writing resources and one question or comment based on the assigned materials each week. Students must post their identified resources and questions/comments to the discussion board weekly before the start of each Tuesday 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.

More information on UF grading policy may be found at:

[UF Graduate Catalog](#)  
[Grades and Grading Policies](#)

### ***Students Requiring Accommodations***

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the [Disability Resource Center](#). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

### ***Course Evaluation***

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. [Click here for guidance on how to give feedback in a professional and respectful manner](#). Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via [ufl.bluera.com/ufl/](http://ufl.bluera.com/ufl/). [Summaries of course evaluation results are available to students here](#).

### ***University Honesty Policy***

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." [The Honor Code](#) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

### ***Software Use***

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

### ***Student Privacy***

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see the [Notification to Students of FERPA Rights](#).

## ***Campus Resources***

### **Health and Wellness**

**U Matter, We Care:**

If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) or 352-392-1575 so that a team member can reach out to the student.

**Counseling and Wellness Center:** [counseling.ufl.edu/cwc](http://counseling.ufl.edu/cwc), and 352-392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

**Sexual Assault Recovery Services (SARS)**

Student Health Care Center, 392-1161.

**University Police Department** at 392-1111 (or 9-1-1 for emergencies), or [police.ufl.edu](http://police.ufl.edu).

### **Academic Resources**

**E-learning technical support**, 352-392-4357 (select option 2) or e-mail to [Learning-support@ufl.edu](mailto:Learning-support@ufl.edu).

**Career Resource Center**, Reitz Union, 392-1601. Career assistance and counseling.

**Library Support**, Various ways to receive assistance with respect to using the libraries or finding resources.

**Teaching Center**, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.

**Writing Studio**, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.

**Student Complaints Campus**

**On-Line Students Complaints**