

University of Florida
College of Public Health & Health Professions Syllabus
PHC 6937: Grant Writing and Evaluation (2 credit hours)

Summer 2023

Class meets Tuesdays 2:00 – 4:45 PM, G-105

Delivery Format: In person

Instructors Name: Tara Sabo-Attwood, PhD Email Address: sabo@phhp.ufl.edu

Preferred Course Communications: The “Inbox” in Canvas will be used for all email correspondence. Instructors will not be responsible for emails sent their “UFL” email addresses

Prerequisites

None

PURPOSE AND OUTCOME

Course Overview

This course will describe the grant funding systems for several federal agencies, detailed instruction on preparing a proposal (including all sections i.e. budget preparation, facilities, environment, approach, biosketches), and the application and review process. The course will be taught through a series of lectures, videos, and group learning activities. Throughout the course, students will develop a grant proposal and have their products reviewed through a mock panel evaluation.

Course Objectives and/or Goals

Upon completion of this course, students will be able to:

1. Inform on varied funding sources and opportunities
2. Describe the grant writing process including the research plan and other relevant sections (i.e. budgets)
3. Direct hands on development of a full grant proposal
4. Describe the peer review process and how to decipher a summary statement

Relation to Program and Learning Outcomes

Competencies reinforced in this course

1. Conduct research for new insights and innovative solutions to health problems
2. Communicate effectively with constituencies in oral and written forms

Instructional Methods

1. Class discussion and lectures: Students are responsible for all the material presented in the course and assigned readings. This will be the main source of content in this course.
2. Readings and Resources: In addition to the required materials, supplementary readings and resources will be posted in the course. The reading list may be supplemented during the course.

3. Assessments: The primary assessments will be written assignments, presentations, and participation.

What is expected of you?

You are expected to attend each class in person, complete all readings/videos/materials, assignments, and papers. Additionally, you are expected to actively engage in the course throughout the semester. Your participation fosters a rich experience for you and your peers that facilitate overall mastery of the course objectives.

DESCRIPTION OF COURSE CONTENT

This course is taught as a series of mini-modules, each covering one specific aspect of grant writing and evaluation processes. Each topic may contain lectures, external links, videos, discussions and required readings as well as assignments. You are responsible for all course content regardless of the format. The topical Outline/Course Schedule below details the dates of content modules and assignments.

Getting Started

1. Visit <http://lss.at.ufl.edu> and login to e-Learning in Canvas using your Gatorlink ID and password.
2. Find our course website. It will be listed as PHC6397- Grant Writing and Evaluation – Dr. Tara Sabo-Attwood – Summer 2023
3. Complete the “Getting Started” Module under the Modules Tool (left menu). This will prompt you to download and review the syllabus and review the materials on plagiarism.

If you have ANY difficulty please send an email in the course to using the Canvas “Inbox” as soon as possible.

Course Materials and Technology

Canvas site: There will be an online site for this course in Canvas, the learning management system supported by the University. Log in at <https://lss.at.ufl.edu/> and go to course site for PHC6937- Grant Writing and Evaluation – Dr. Tara Sabo-Attwood – Summer 2023. Here, I will post the syllabus, lecture slides, assignments and allow for communication between the students and course instructors. You will also turn in assignments through this site. Once the course begins, all communication will take place through the e-Learning in Canvas site. This includes all emails. This will eliminate any issues with students not getting emails due to connection problems. It will be your responsibility to check the site on a routine basis to keep up with announcements, emails, and course modifications. For technical support related to course materials and links, please contact me and the online course coordinator.

For technical support for this e-Learning in Canvas, please contact the UF Help Desk at:

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

ACADEMIC REQUIREMENTS AND GRADING

General information

Assignments are to be turned in as a Word document or PowerPoint file as directed, unless otherwise indicated. They will be returned to you with comments. If you have unexpected issues with Canvas, you may email the assignment to the course TA and instructor directly. Assignments are normally intended as individual projects unless otherwise directed. Shared work may be treated as a form of plagiarism. Assignments may be required to be submitted via Turnitin in this course (this will be done automatically in the Canvas Assignment). This tool will pick up any passages in students' work that come from another source. Be sure to adequately cite your sources/references for these assignments to avoid plagiarism (see format below). Also please confirm that your work is not overtly plagiarized, the Turnitin system will give you a report. Some similarity is expected and unavoidable, however if large portions are copied from other sources, this will be as considered plagiarism.

The Canvas assignment tool will notify you confirming the submission of your assignment. PLEASE check your UFL email at <http://webmail.ufl.edu> on a regular basis for these and other email notices from the course site. If you do not receive an email confirmation within 2 hours of submission, please return to the site and resubmit your assignment. It is a student's responsibility to verify that they turn in assignments on time and that they turn in the CORRECT assignment attachment. Please take a few moments to open your submitted attachment and verify that you have submitted to correct file.

You will be graded in the course through the use of written homework and exams.

Written Assignments

There will be 8 assignments (50 – 100 points each; Total 750 points). Detailed instructions will be provided with each assignment but primarily reflect a write-up of various parts of a proposal grant document. Assignments are to be turned in as a Word document in the Canvas Assignment tool, unless otherwise indicated. They will be returned to you with comments. If you have unexpected issues with Canvas, you may email the assignment to the course TA and professor directly. Assignments are normally intended as individual projects unless otherwise directed. Shared work may be treated as a form of plagiarism. Assignments may be required to be submitted via Turnitin in this course (this will be done automatically in the Canvas Assignment). This tool will pick up any passages in students' work that come from another source. Be sure to adequately cite your sources/references for these assignments to avoid plagiarism (see format below). Please check your Turnitin report by going back to the assignment and clicking on the colored box icon in the assignment (you want to achieve a blue or green indication) – anything yellow, orange or red should be adjusted and resubmitted BEFORE the assignment deadline. So, it is recommended that you submit EARLY to enable you to utilize this option of resubmission. Resubmissions after the due date may be subject to a late submission penalty. Written assignments will be due at 11:55 PM on the due date. Late submissions will be subject to the late assignment policy below.

Participation (50 points)

Students are expected to participate in class activities as directed by the instructor which include self and peer evaluations of each others work.

Presentation (100 points)

Each student will participate in a series of review panels during the final 3 weeks of class. Each student will be assigned to several proposals to review and will prepare and present their individual

review during the live panel sessions. More details about the review panels will be given by the instructor, including a template to follow.

Final proposal report (100 points)

Each student will submit a final proposal report which they will have worked on throughout the course. The details of the final report will be given by the instructor.

Exams

There will be no formal exams for this course

Grading

Requirement	Due date	Points
Assignment 1 = 50 points	See Course Schedule	50
Assignments 2 – 8 @ 100 points each	See Course Schedule	700
Review panel = 100 points	See Course Schedule	100
Participation = 50 points	Throughout course	50
Final proposal report = 100 points	See Course Schedule	100
TOTAL		1000

Point system used (i.e., how do course points translate into letter grades).

Points earned	95-	90-	87-	83-	80-	77-	73-	70-	67-	63-	60-	Below
	100%	94%	89%	86%	82%	79%	76%	72%	69%	66%	62%	62%
Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E

Passing grades and Grade Points: Credit Earned

Passing Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E
Grade Points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0

Please be aware that letter grades of C-, D+, D, D- or E are not considered passing at the graduate level, although the grade points associated with these letter grades are included in grade point average calculations. In addition, a grade of C counts toward a graduate degree only if an equal number of credits in courses numbered 5000 or higher have been earned with an A.

For greater detail on the meaning of letter grades and university policies related to them, see the Registrar's Grade Policy regulations at:

<http://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Late Assignments and Make Up Work

Assignments turned in up to 24 hours late will be discounted **10%** of the grade that they would otherwise receive. Assignments turned in more than 24 hours late will **not** be graded and will contribute zero points toward your final grade, unless arrangements have been made in advance with the instructor. Missed assignments will contribute zero points toward your final grade.

Special Circumstances. In the event of exceptional situations that may interfere with your ability to perform an assignment or meet a deadline, contact the instructor as soon in advance of the deadline as possible. Such special cases will be dealt on an individual basis, provided that you have sufficient documentation.

Policy Related to Required Class Attendance

All faculty are bound by the UF policy for excused absences. For information regarding the UF Attendance Policy see the Registrar website for additional details:

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

STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT

Expectations Regarding Course Behavior

You are expected to maintain a civil tone and respect the opinions of other posters. While commenting on others' posts is encouraged, aggressive or patronizing tone and language are unacceptable and may result in the loss of your posting and discussion privileges.

Communication Guidelines

You are required to contact the professor by email using the "Inbox" in Canvas for clarification and assistance with the course material and the assignments, and for special issues that may arise. Weekday daytime (US Eastern Time) emails have the best chances of being answered quickly. Please only use the Canvas "Inbox" to communicate with the course instructor and/or TA. While the instructors and TAs will check their UFL email regularly, they will not be held responsible for email sent directly to their UFL addresses.

Academic Integrity

Students are expected to act in accordance with the University of Florida policy on academic integrity. As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge:

"We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."

You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit 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.”

It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For additional information regarding Academic Integrity, please see Student Conduct and Honor Code or the Graduate Student Website for additional details:

<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>
<http://gradschool.ufl.edu/students/introduction.html>

Please remember cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior. Plagiarism is especially damaging in an online learning environment and will be dealt with in an official way, according to University of Florida regulations. Incidents will be reported directly to the Office of Student Judicial Affairs and a formal procedure will be started in each and every case. There will be no informal incident resolution between student and instructor. Should you have any doubts on whether something constitutes plagiarism, please consult the many available resources on the topic, e.g. starting with <http://web.uflib.ufl.edu/msl/subjects/Physics/StudentPlagiarism.html>, or contact the instructor in advance. There is also a reference posted in the course site, in the Course Help link. As you submit assignments, you will have the opportunity to check it for unintentional plagiarism using Turnitin®, the same software that instructors will use to check your work. You are encouraged to take advantage of this option. If you turn in assignments that are plagiarized, you will receive zero points for that assignment.

You are expected to turn in original work in this course. This means that when answering assignment questions, writing papers, posting discussions, etc you will be expected to write your responses in your own words. You **MAY NOT** copy answers word for word from any course materials or outside sources. On occasion it may be useful to provide a quote from course materials or outside sources in which case you must properly cite the source and place the quote in quotation marks. That being said we urge you to avoid excessive quotation as it does little to demonstrate your understanding of course material.

Online Faculty Course Evaluation Process

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/>.

SUPPORT SERVICES

Accommodations for Students with Disabilities

If you require classroom accommodation because of a disability, you must register with the Dean of Students Office <http://www.dso.ufl.edu> within the first week of class. The Dean of Students Office will provide documentation of accommodations to you, which you then give to me as the instructor of the course to receive accommodations. Please make sure you provide this letter to me by the end of the second week of the course. The College is committed to providing reasonable accommodations to assist students in their coursework.

Counseling and Student Health

Students sometimes experience stress from academic expectations and/or personal and interpersonal issues that may interfere with their academic performance. If you find yourself facing issues that have the potential to or are already negatively affecting your coursework, you are encouraged to talk with an instructor and/or seek help through University resources available to you.

- The Counseling and Wellness Center 352-392-1575 offers a variety of support services such as psychological assessment and intervention and assistance for math and test anxiety. Visit their web site for more information: <http://www.counseling.ufl.edu>. On line and in person assistance is available.
- You Matter We Care website: <http://www.umatter.ufl.edu/>. If you are feeling overwhelmed or stressed, you can reach out for help through the You Matter We Care website, which is staffed by Dean of Students and Counseling Center personnel.
- The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the web site at: <https://shcc.ufl.edu/>
- Crisis intervention is always available 24/7 from:
Alachua County Crisis Center
(352) 264-6789
<http://www.alachuacounty.us/DEPTS/CSS/CRISISCENTER/Pages/CrisisCenter.aspx>

Topical Outline/Course Schedule

TOPIC	DATES	MATERIALS	ASSIGNMENTS [Dates]	ASSESSMENTS [Dates]
The right opportunity; hypothesis generation	May 16		Assignment 1	Assignment 1 <u>due May 16</u>
Bioskech, Budgets, IDCs	May 23	Budget template (provided by instructor)	Assignment 2: Prepare a biosketch Assignment 3: Prepare a budget	
Specific aims and/or objectives page	May 30		Assignment 3: proposal topic Assignment 4: Specific Aims	Assignment 2 <u>due May 30</u>
The review process; summary statements and feedback	June 6		Assignment 5: proposal topic	Assignments 3 & 4 <u>due June 6</u>
Mock Review panel;	June 13	https://www.youtube.com/watch?v=fBDx16l4dOA&feature=youtu.be https://www.nsf.gov/news/mmg/mmg_disp.jsp?med_id=81278		Assignment 5: proposal topic <u>due June 13</u>
Intro/background; Significance/innovation	June 20		Assignment 6: background, Significance/innovation;	
HOLIDAY	June 27			
HOLIDAY	July 4			
Approach (Bisesi out)	July 11		Assignment 7: approach	Assignment 6 <u>due July 11</u>
Other documents – collaboration, coverletter,	July 18		Assignment 8: environment, resources	Assignment 7 <u>due July 18</u>

environment, resources etc.				
Final Drafts for review	July 25			Assignment 8 <u>due</u> <u>July 25</u>
Review panel	Aug 1			
Review panel	Aug 8			