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### PSYX 594.01: Seminar - Program Development and Grant Writing

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# Program Development and Grant Writing – Psyx 594

Fall 2014

## Course Location and Time

CPC 121

Tuesday 9:10 – 12pm

## Instructor Information

Instructor: Tom Seekins

Office: Corbin 241 and Skaggs 238

Phone: 2654 and 6418

Email: [tom.seekins@umontana.edu](mailto:tom.seekins@umontana.edu)

Office hours: By appointment

## Course Purpose

Professionally, you are likely to find yourself in a position in which you are expected to lead program development and secure grant funded research; either to support your own research, to support the goals of an agency for which you work, or both. Developing research support through sponsored programs is a method for building a program of research, building a career, and expanding the field. The purpose of this course is to give students an understanding of the nature and operation of grant-funded research, to familiarize students with the structure and operation of major research-funding organizations, to teach skills in the art of writing grant proposals, and to assist students in preparing a research grant proposal that includes all parts of a proposal for submission (i.e., forms, budget, and text).

## Learning Outcomes

Students will learn strategies and acquire skills to secure financial support for research and program development. Each student will develop a grant proposal with all the components needed to submit to a funding agency. This proposal will provide a model for developing proposals independently.

## Course Processes and Activities

1. Students will read grant proposals and use published criteria provided by a funding agency to score them.
2. Students will report their review scores in class and defend them in open discussion.
3. Students will participate in class exercises to identify issues of interest on which they will develop a problem analysis. This problem analysis will be translated into a two-page concept paper following a format provided.
4. Students may form groups or work independently to develop a grant proposal. Topics of the proposal will be negotiated between members of the group and the instructor – generally, these should be topics suitable for funding by a Federal agency using PHS 398 or ED424 processes.

The proposal format will follow the guidelines of a major Federal research funding agency (e.g., NIH). Segments of the proposal will involve using “boiler-plate” to improve the efficiency of proposal development.

5. Portions of class time will be devoted to organizing and preparing written products, as well as lecture and discussion.

### Required Text

Gerin, W., Kapelewski, C.H. (2011). *Writing the NIH grant proposal: A step-by-step guide*. Thousand Oaks, CA: Sage Publications, Inc.

Additional readings and other materials will be provided based on relevance to student interest.

### Evaluation and Grading

Students will be evaluated along the following performances and products. A total of 100 points may be achieved with the distribution for each performance or product listed in parentheses. The +/- system will not be used. Grades will be assigned as follows:

- A = 90 – 100
- B = 80 - 89
- C = 70 - 79
- D = 60 – 69
- F = 0 – 59

### Proposal Point Distribution

Product	Points	Class
Sign up for Grants.gov		2
Brief Biography	5	3
RFP of Interest and Justification		3
Review of two grant proposals using two scoring systems	5	4
IRB Certificate	5	7
Draft of Concept Paper	5	7
Draft Pert of GANNT Chart with 2-3 Year Timeline	5	6
Draft UM IRB	5	8
Preliminary Budget and Justification	10	9
Submission to ORSP (Checklist, Concept, Preliminary Budget)	10	10
Draft Proposal (content only—20 page limit) for review	10	23
Review Other’s Work	5	24
Final Proposal	20	28
Final review of two other proposals	10	28
Class Presentation and submission for review	5	26-27
<b>Total</b>	<b>100</b>	

### Proposal Scoring

While preparing a grant proposal is often a group process, each student will be responsible for preparing a complete proposal, as described above. The primary product will be the text of a grant proposal prepared in a standard format and worth 20 points. It will be graded using standard grant proposal review criteria (e.g., importance of the problem, comprehensiveness of the literature review, rationale

for sample, data collection and measurement, design and data analysis). These and related criteria will be discussed in class.

## **Course Guidelines and Policies**

### **Course Drops**

The last day to drop the class with a full refund is August 26<sup>th</sup>. The class may be dropped using a drop/add form until October 6th. Late drops will not be supported.

### **Attendance**

If you know you will miss a class, be late, or leave early, please, call in advance. Attendance at the first eight classes is particularly important. If you miss any of these classes, you should see me to be sure you understand the assignments, as they are required.

### **Exams**

There are no examinations in this course.

### **Incompletes**

It is assumed that students have the responsibility for completing the requirements of the courses in which they are enrolled within the time framework of the semester. Incompletes may be given when, in the opinion of the instructor, there is a reasonable probability that students can complete the course without retaking it. The incomplete is not an option to be exercised at the discretion of students. Please, see the Catalog for details.

### **Student Conduct**

The provisions of the University's Student Conduct Code will apply to this course and should be reviewed. All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. All students need to be familiar with the [Student Conduct Code](#).

### **Disability Modifications**

The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and [Disability Services for Students](#). If you think you may have a disability adversely affecting your academic performance, and you have not already registered with Disability Services, please contact Disability Services in Lommasson Center 154 or call 406.243.2243. I will work you and Disability Services to provide an appropriate modification.