

KINE 6293-001: Grant Writing  
Department of Kinesiology, UTA  
Spring 2017

**Instructors:**

R. Matthew Brothers, PhD

**Office Number:** Engineering Research Building (ERB) 544

**Office Telephone Number:** 817 272-3156

**Email Address:** matthew.brothers@uta.edu

**Faculty Profile:** <https://www.uta.edu/profiles/matthew%20brothers>

**Office Hours:** Open Door Policy / Schedule an Appointment

**Section Information:** KINE 6293-001

**Time and Place of Class Meetings:** PH 300 (Preston Hall) Tuesdays 3:00-4:50

**Description of Course Content / Course Objectives:** The goal of this course is to provide students with information regarding the process of preparing, writing, and submitting a grant proposal. The focus will be geared towards the National Institute of Health (NIH) however; the fundamental concepts will be applicable for other grant funding agencies. The ability to write grants effectively, and thus convince others that your hypotheses and goals are worthy of funding, is a critical component for the success of scientists in a variety of settings including academia, government, or industry. The student will become familiar with the funding environment, distinguish among different types of grants, identify potential funders, plan and write a grant, and understand the submission and review process.

**Objectives:**

1. Become familiar with the NIH grant submission process (submission cycles, different funding mechanisms, page limitations, NIH divisions, study sections etc...).
2. Become familiar with grant lingo, (direct vs. indirect funding, priority score and percentile score etc...).
3. Develop an idea to a focused and fully developed research project.
4. Summarize the nuances of a successful grant application (appropriate statistical design and power analysis, importance of developing your “research team”, recognizing yet minimizing limitations etc...).
5. Summarize the “other” grant sections (protection of human subjects, data and safety monitoring plan, personnel, budget justification etc...).
6. Converting all of these topics into a grant application that is ready for submission.
7. Become familiar with the process by which grants are reviewed and what the resubmission process is like.

**Student Learning Outcomes:** This course will improve individual understanding of all of the different aspects of grant writing including.

**Textbook and Other Course Materials:** Miscellaneous readings, presentations, website links etc. will be posted in the “course material folder” on the Blackboard web site for this course.

**Course Policies:**

- Attend all classes and arrive on time. We will start promptly at 3:00 PM
- Turn off beepers, pagers, cellular phones, or other communication devices. If you can't for legitimate reasons, set them to vibration mode.

- Computers are to be used only for class related activities.
- Exams and assignment due dates are firm. Arrangements **MUST** be made ahead of time in the event of scheduling issues.
- **Read all assignments ahead of time and come to class prepared to contribute to scholastic dialogue.**

#### **Descriptions of major assignments and examinations:**

- Class Participation (group discussions, written questions / comments during student presentations, etc...): A critical component to this course is the scholarly interaction amongst all involved (students and teacher). Therefore you will be expected to come to class having read all of the materials and prepared to engage in open dialogue about the “topic of the day”.
- Written Assignments: Throughout the semester you will have to turn in a number of written documents. These will include (but not limited to) short literature reviews, methodological approaches, consent forms etc. All of these documents will be “working” documents which will be constantly edited by the instructor and the students throughout the semester.
- Presentation: Throughout the semester you will give a series of PPT presentations. These will include (but not limited to) short literature reviews, methodological approaches, consent forms etc. In addition to the presenter it is expected that the non-presenting students actively engage in scholarly dialogue during these presentations.

**Attendance:** Attendance is highly recommended not only for the intellectual growth of the student but also because a component of your grade (see below) will be determined by your class participation and thus, any unexcused absence will result in a 0 for participation for that day.

#### **Grading / Course Evaluation:**

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|--|-----|
| - Class Participation (group discussions / presentations): | 10% |
| - Evaluations / Feedback of your classmates work:          | 10% |
| - Written Assignments:                                     | 20% |
| - Oral Presentations:                                      | 20% |
| - Final Grant Presentation:                                | 15% |
| - Final Grant Proposal:                                    | 25% |

100-89.5%	A
89.49-79.5%	B
79.49-69.5%	C
69.49-59.5%	D
<59.49%	F

\*Grading policy subject to change. All enrolled students will be formally notified upon changes made to the grading policy during the semester.

### **Tentative Class Schedule:**

<b><u>Date</u></b>	<b><u>Class Discussion / Lecture</u></b>	<b><u>Student Presentation</u></b>	<b><u>Assignment (for following week)</u></b>
1/17	Introduction / Course Overview	-	Prepare an outline of your research ideas for next class
1/24	Specific Aims Section	Presentation of your research ideas.	<ul style="list-style-type: none"> <li>- Begin to work on your Specific Aims section</li> <li>- Review classmate's research ideas.</li> </ul>
1/31	Discussion of faculty submitted Specific Aims section	Preliminary presentation and group discussion of classmate's research ideas and specific aims.	<ul style="list-style-type: none"> <li>- Continue to work on and revise specific aims</li> <li>- Review classmate's specific aims.</li> </ul>
2/7	Background / Significance / Innovation (B/S/I) section	Presentation and group discussion of specific aims	<ul style="list-style-type: none"> <li>- Begin to work on your B/S/I section</li> <li>- Review classmate's specific aims</li> </ul>
2/14	Discussion of faculty submitted B/S/I section	Initial presentation of B/S/I section	<ul style="list-style-type: none"> <li>- Prepare your B/S/I section for next week</li> <li>- Provide initial feedback on classmate's B/S/I</li> </ul>
2/21	Research Design and Methods Section	Presentation of your B/S/I.	<ul style="list-style-type: none"> <li>- Begin to work on your Methods section</li> <li>- Review classmate's B/S/I section.</li> </ul>
2/28	Discussion of faculty submitted Methods section	Presentation and group discussion of review of classmate's B/S/I.	<ul style="list-style-type: none"> <li>- Prepare your methods section for next week</li> </ul>
3/7	<ul style="list-style-type: none"> <li>- Logistics: Budgets, Key Personnel, bio-sketch etc....</li> <li>- Faculty discussion regarding key issues in their proposals</li> </ul>	Presentation of your methods section.	<ul style="list-style-type: none"> <li>- Review classmate's methods section.</li> </ul>
3/14	No Class – Spring Break		

3/21	- How to address reviews / critiques for resubmission	Presentation and group discussion of review of classmate's methods section.	- Prepare a response to your reviewers - Prepare revised B/S/I and methods sections for next week
3/28	- Protection of human & animal subject sections / data safety monitoring plan	Presentation and group discussion of review of classmate's B/S/I and methods section and Response to reviewers	- Prepare for your presentation - Work on final grant application
4/4	- Grantsmanship Skills –Optimizing your chances of getting funded Faculty discussion regarding key issues in their proposals		- Prepare for your presentation - Work on final grant application
4/11	Student Grant Presentations		- Finalize your grant application
4/18	Student Grant Presentations		Finalize your grant application
4/25	No Class – Experimental Biology		- Finalize your grant application
5/2	Final Grant Application Due		

**Make-up Exams:** Not applicable for this course.

**Grade Grievances:** Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. <http://catalog.uta.edu/academicregulations/grades/#graduatetext>

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through selfservice in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao/>).

**Disability Accommodations:** UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with

Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

**Counseling and Psychological Services, (CAPS)** [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy:** *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos).*

**Title IX Policy:** The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](mailto:jmhood@uta.edu).*

**Academic Integrity:** Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents’ Rule* 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>.

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

**Student Feedback Survey:** At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** for semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located through the main exit, to the right and outside. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

**Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](#), [major-based learning centers](#), developmental education, [advising and mentoring](#), personal counseling, and [federally funded programs](#). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

**The IDEAS Center** (2<sup>nd</sup> Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email [IDEAS@uta.edu](mailto:IDEAS@uta.edu) or call **(817) 272-6593**.

**The English Writing Center (411LIBR):** The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at <http://uta.mywconline.com>. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information on all our programs and services.

The Library's 2<sup>nd</sup> floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library's hours of operation. <http://library.uta.edu/academic-plaza>