August 22

SOCW 6392-001: Special Topics in Grantwriting, Fall, 2016

Instructor(s): Dr. Richard (Rick) Hoefer

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Office Hours: Thursdays 10:30-11:00 by appointment

Section Information: SOCW 6392-001

Time and Place of Class Meetings: SOCW Building A, Room 308, Thursdays, 11:00-1:50

Description of Course Content: Prepares students for identifying, planning, collaborating, writing, budgeting, and submitting grants.

A. Student Learning Outcomes: Upon completion of this course, students will be able to:

1. Demonstrate knowledge of a wide array of federal and foundation grant sources;
2. Interpret grant program announcements;
3. Plan grant writing strategies;
4. Match intellectual interests with appropriate sponsor research areas;
5. Demonstrate an understanding of key elements in research design and methods that are sought by sponsors;
6. Develop and justify grant budgets;

Note: The course instructor reserves the option to modify the course syllabus throughout the course by adding guest speakers, audio visual media, instructional technology, or supplemental materials and/or modifying assignments or making substitutions so long as course objectives are met and the overall grading criteria are maintained. The instructor may assess the class members’ understanding of the course content at any time by administering an unannounced quiz or other evaluation, which will then be averaged into the final grade.

Required Textbooks and Other Course Materials:
The required textbook for the course is
The professor will provide pdf files of a new textbook he has authored called Funded! Successful Grantwriting for Your Nonprofit which is geared for services grants. We will explore other resources as well.

Attendance: I expect you to attend whenever possible and be ready to participate by doing reading, viewing, responding, posting, etc. ahead of class.
August 22

Descriptions of major assignments:

List of 10 possible grant sources: Due Sept. 22 (30 pts.)
Each student will turn in a list of 10 possible grant sources for your dissertation topic. These should be a mix of foundation and government sources. List the organizations, name of grant competition, location of information (url), and when the proposal is due. Rank order these in terms of how well they meet your needs.

Concept Paper. Due Oct. 13 (50 pts.)
Following the information in the Gitlin and Lyons book about concept papers, develop one of no more than 4 pages.

Full Grant Proposal Due for Review of Another Student: Due Nov. 10 (0 points). This needs to be a complete draft that you give to another student so the other student may critique it. You must provide the criteria by which you are going to be scored (if possible) or at least a copy of the announcement.

Review Feedback: Due Nov. 17 (50 pts. total)
Students will review the work of another student in order to provide a clear critique and scoring of the proposal. Each paper will be reviewed by a team of 2 fellow students. You will each score two proposals and have your proposal scored by two others. The point here is to be as helpful as possible by being as nitpicky and difficult as possible. Your grade will depend on the depth with which you (legitimately) critique the draft proposal.

You will have the following responsibilities:
- Read the assigned other person’s draft work
- Using specific evaluation criteria provided in the RFP the other person is responding to (if available), in addition to information provided throughout the course, provide constructive feedback to other members
- Come to a consensus score with your fellow reviewer for each proposal reviewed
- Provide a copy of the group consensus rating and comments to the other group and to the instructor.

The grade on this assignment will be based on participation in this process as well as the quality of feedback provided to fellow class members. Each member of the team will be assessed by the other member of the group regarding preparation and participation.

Grant Application: Due Dec. 1: (100 points)

Reflection Paper on Grant Scoring and Review and the Class as a Whole (Due Dec. 8) (20 points)
After participating in the grant scoring and review exercise, students will reflect on key lessons that you learned by both giving and receiving feedback. This 2-page paper will include perceptions about how this ultimately changed your proposal as well as general impressions about what you learned by reviewing others’ proposals. Be sure to discuss how the group process went while you deliberated on the scoring of the proposal and the use of the feedback your group received.
August 22

**Grading:**
Total = 250 points
- A = 90-100% (225-250 points)
- B = 80%-89% (200-224 points)
- C = 70%-79% (175-199 points)
- D = 60%-69% (150-174 points)
- Fail = 59% points or fewer (< 150 points)

**Make-up Exams:** No exams are given in this course, so no opportunities for make-up exams exist.

**Expectations for Out-of-Class Study:** Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 9 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

**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.

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service 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/ao/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.

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 or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or 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 nearby. 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, or view the information at http://www.uta.edu/universitycollege/resources/index.php.

The IDEAS Center (2nd 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 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 for detailed information on all our programs and services.

The Library’s 2nd 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
“As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course”. –Dr. Richard Hoefer

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<thead>
<tr>
<th>Week and Date*</th>
<th>Topic(s)</th>
<th>Assignments</th>
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<tr>
<td>Aug. 25, Wk. 1</td>
<td>Introduction to Course “Flipping the Classroom”</td>
<td>Syllabus</td>
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<tr>
<td>Sep. 1, Wk. 2</td>
<td>Writing Grants</td>
<td>G&amp;L: Ch. 1: Why Write a Grant? Hoefer: Ch. 1: Grantwriting and YOU!</td>
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<td>Sep. 8, Wk. 3</td>
<td>Finding Foundation Funding Sources (for dissertations and research) GUEST SPEAKER: Randall Gentry, UTA Development Office</td>
<td>G&amp;L: Ch. 2: Becoming Familiar with Funding Sources Hoefer, Ch. 3 Finding Foundation Funding Sources</td>
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<tr>
<td>Sep. 15, Wk. 4</td>
<td>Finding Government Funding Sources (for dissertations and research)</td>
<td>Hoefer: Ch. 4 Finding Government Funding</td>
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<td>Sep. 22, Wk. 5</td>
<td>Developing Your Ideas and Infrastructure</td>
<td>G&amp;L: Ch. 3: Developing Your Ideas and Ch. 4: Infrastructure to Support Grantsmanship</td>
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<td>Sep. 29, Wk. 6</td>
<td>Actually Writing the Grant: Part 1</td>
<td>G&amp;L: Ch. 5: Common Sections of Proposals; Ch. 6: Strategies for Effective Writing; Ch. 7: Common Pitfalls in Writing Proposals</td>
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<td>Oct. 6, Wk. 7</td>
<td>Actually Writing the Grant: Part 2</td>
<td>G&amp;L: Ch. 8: Writing Considerations for Specific Types of Research Proposals; Ch. 9: Concept Papers, Pilot Studies, and Supporting Documentation</td>
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<td>Oct. 13, Wk. 8</td>
<td>[online only week] No Class meeting. Turn in concept paper</td>
<td>Due before 5 p.m. October 13.</td>
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<td>Oct. 20, Wk. 9</td>
<td>Budgeting</td>
<td>G&amp;L: Ch. 10: Developing a Budget; Ch. 11: Putting It All Together to Create a Budget; Ch. 12: Technical Considerations in Budget Development Hoefer, Ch. 10 Budgeting</td>
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<td>Oct. 27, Wk. 10</td>
<td>Collaboration in Grantwriting and Research</td>
<td>G&amp;L: Ch. 13: Four Project Structures; Ch. 14: Understanding the Process of Collaboration; Ch. 15: Forming a Collaborative Team</td>
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<td>Aug. 22</td>
<td><strong>ONLINE ONLY</strong> CSWE** Submitting the Proposal and Review Process**</td>
<td>G&amp;L: Ch. 16: Learning about Your Institution; Ch. 17: Electronic Considerations; Ch. 18: Understanding the Review Process Hoefer, Ch. 12 Final Details</td>
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<td>Nov. 3, Wk. 11</td>
<td><strong>ONLINE ONLY</strong> CSWE** Debriefing: You’ve got your proposal draft done, now what?; Starting to review proposal**</td>
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<td>Nov. 10, Wk. 12</td>
<td><strong>Debriefing: You’ve got your proposal draft done, now what?; Starting to review proposal</strong></td>
<td><strong>Turn in draft of proposal and RFP to another person for their review</strong></td>
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<td>Nov. 17, Wk. 13</td>
<td><strong>Complete review of other person’s draft: Turn in within BlackBoard and email copy to reviewer</strong></td>
<td><strong>Review Team Feedback Due</strong></td>
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<td>Nov. 24, Wk. 14</td>
<td><strong>NO CLASS: UNIVERSITY HOLIDAY Work in your groups to be ready to present entire proposal on December 3. Be sure to incorporate review information from other group as you move towards your final draft and presentation.</strong></td>
<td>Thanksgiving</td>
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<td>Dec. 1, Wk. 15</td>
<td><strong>Grant Proposals Due</strong></td>
<td><strong>Proposals Due</strong></td>
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<td>Dec. 8, Wk. 16</td>
<td><strong>Reflections Paper Due</strong></td>
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**Emergency Phone Numbers:** In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number **817-272-3381**