Syllabus

Comprehensive Grant Writing

CTPS 6130

Tuesdays, 3-4:30 pm, Feb. 11 – April 8, 2014

Faculty:
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Course Description
This course is designed to advance the knowledge that graduate students receive in basic grant-writing courses their programs may offer. At the same time, it will teach postdocs and graduate students who have not learned the basic skills what they need to know in order to write a viable research fellowship or grant award application. The course will include topics on finding funding, grantsmanship, working with sponsored programs, writing specific aims and research strategy sections, and addressing abstract, subjects protection, etc. A session on NRSA and other types of fellowships also will be provided. At the end of the course, participants should have completed key sections of their applications, ready for submission.

Objectives
After completing the course, participants will have learned:

☐ Grantsmanship
☐ How to work with the Office of Sponsored Programs
☐ Where to find potential collaborators or consultants
☐ What reviewers look for in a successful application
☐ Principles of successful NRSA fellowships and
☐ Other important information
At the end of the course, participants should have completed key sections of their applications, with the goal of submitting them.

Prerequisites: None

Required Texts: None

Class Policies:
Grading
Satisfactory/Unsatisfactory grading will be based on:
☐ attendance - 50%,
☐ drafting the sections of the application - 30%, and
☐ participation in classroom discussion - 20%.
A satisfactory grade requires a score of 80%.
Assignments
Participants will receive models and be expected to draft sections of grant applications and turn them in each week. Those who plan to submit their applications in the next grant cycle will be introduced to science writer/editors for assistance.

Absences
Two EXCUSED (advance notice to course director or coordinator, above) absences will be accepted, but the assignments due at the time of the absence must be turned in when the participants return to class. Remember that attendance comprises 50% of the grade.

Course Evaluation
As part of the overall course grade, students also are required to complete an evaluation form at the end of each term. If the evaluation form is not received, an “I” or incomplete grade will be reported to the Office of Enrollment Services. The Evaluation is designed to monitor the effectiveness of the lectures and other course activities. The results will be used to make any needed modifications for the following year of the course. This information also will be relayed to a separate committee that oversees the course. ALL STUDENTS are required to complete the evaluation forms. Anonymity will be preserved with this online survey.

Disability/Special Accommodations Statement: It is the policy of the University of Texas Medical Branch (UTMB) at Galveston to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding students and applicants with disabilities. Under these laws, no otherwise qualified and competitive individual with a disability shall be denied access to or participation in services, programs, and activities of UTMB-Galveston solely on the basis of the disability. The University of Texas Medical Branch is committed to equal opportunity for students with disabilities. If you have a documented disability or would like to obtain information regarding services for students with disabilities, a complete copy of the “Student with Disabilities: Guidelines for Compliance” may be obtained from the Office of Equal Opportunity and Diversity.

UTMB Honor Pledge
On my honor, as a member of the UTMB community, I pledge to act with integrity, compassion and respect in all my academic and professional endeavors.

Student Conduct and Discipline
Student Conduct and Discipline policy in the Institutional Handbook of Policies and Procedures (IHOP), Section 7.1.3 (http://www.utmb.edu/policy/ihop/search/07-01-03.pdf). “General Responsibilities: It is the responsibility of every student, faculty member and administrative official to initiate a disciplinary complaint when scholastic dishonesty or other misconduct is involved” UTMB IHOP Section 7.1.3. Student Conduct and Discipline: General Responsibilities.

Schedule and Topics:
Week One – Feb. 11 – Introduction
Faculty – Dr. Green and Melodi Moore Jones, Research Services
Grantsmanship, brief description of types of funding, how-to use SciVal to locate mentors and funding opportunities.
- **Assignment** – login to both SciVal Experts and SciVal Funding. Create a profile in SciVal Funding. Review both sites and be prepared to discuss in Week 2

**Week Two – Feb. 18 – Working with Office of Sponsored Programs**
**Faculty** – Christy Taylor, Melodi Jones and Dr. Green
Pre-Award analysts, OSP tools, where to find collaborators and funding, success rates for NIH centers and institutes, submission plan, contacting program officers at sponsoring agencies and team-building

**Week Three – Feb. 25 – Specific Aims**
**Faculty** – **Dr. Giulio Taglialatela (tentative)**
What to include in specific aims section; what reviewers look for in the application
- **Assignment** – draft specific aims section to be turned in week 4

**Week Four – March 4 – Research Strategy #1**
**Faculty** – **Dr. Monty Pettitt (tentative)**
What to include in research strategy section; significance and innovation: how to assess significance, how to determine whether the hypothesis is innovative
- **Assignment** – draft significance and innovation parts of research strategy, to be turned in week 5

**Week Five – March 11 – Research Strategy #2**
**Faculty** – **Dr. Volker Neugebauer (tentative) or Dr. Sue Carlton**
Preliminary data, how much is enough
- **Assignment** – draft preliminary data part of research strategy, to be turned in week 6

**Week Six – March 18 – Research Strategy #3**
**Faculty** – **Dr. Monty Pettitt (tentative) or Dr. Cornelius Elferink**
Approach: what to include, what is important
- **Assignment** – draft approach section of research strategy, to be turned in week 7

**Week Seven – March 25 – Return to Specific Aims**
**Faculty** – **Dr. Taglialatela (tentative) or Dr. Larry Sowers**
Refine hypothesis; review specific aims in relation to research strategy; power analysis
- **Assignment** – revise specific aims section to be turned in week 8

**Week Eight – April 1 – Other Important Sections**
**Faculty** – Dr. David Konkel
Abstract; letters of support; public health relevance, protection of human subjects and/or vertebrate animals, women & minorities; enrollment of children
- **Assignment** – draft abstract and protection of human subjects and/or vertebrate animals section, to be turned in week 9

**Week Nine – April 8 – Final tasks and NRSA Fellowships**
**Faculty** – Dr. Karon Cassidy
Cover letter; NRSA applications: differences among fellowships, responsible conduct of research, sponsor & institution