

## HSCI 4312—Grant Writing in Health Professions Fall 2009

**Instructor:** Dr. Joe Tomaka  
**Office:** CHS 703  
**Office Hours:** TBA

**HSCI 4312 - Grant Writing in Health Professions (3-0).** The course addresses all aspects of grant proposal preparation and submission, including locating funding sources, formulating a budget, and developing and writing the proposal. Prerequisites: HSCI 3315 or other research methods class with a grade of "C" or better.

**Course objectives: At the conclusion of this class, students will be able to:**

- Describe different types of grants
- Identify sources of funding for health promotion programming and/or research
- Prepare the narrative portion of a grant proposal
- Prepare and justify a grant budget
- Navigate the grant review process

**Required Text:**

Gitlin, L. N., & Lyons, K. J. (2008). *Successful Grant Writing: Strategies for Health and Human Service Professionals* (3<sup>rd</sup> Edition). New York, NY: Springer Publishing Company.

**Recommended Text:**

Strunk, W. Jr., & White, E. B. (2000) *The elements of style* (4<sup>th</sup> Edition). New York: Longman Publishers.

**Evaluation:**

**Quizzes about the assigned reading (100 points).** There will be at least 10 and up to 12 quizzes during the semester and each will be worth 10 points. The quizzes will be over the assigned readings and will be administered at the beginning of class. You must be present in class—at 4:30 pm sharp—in order to take the quiz. There will be no make-ups. The only excuse for missing a quiz is a documented medical excuse.

**Grant Proposal (100 Points).** Pairs of students will collaborate to produce a grant proposal to fund demonstration project that is consistent with the health goals and objectives of the Paso Del Norte Health Foundation. The grant should follow instructions form the latest RFP provided by the Foundation. The proposal must be in APA format with appropriate references. The final project is due on dead day.

<b>Evaluation Summary:</b> 100 Quizzes 100 Final Grant Proposal 200 Points Total	<b>Grading Scale:</b> A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = < 60%
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READING ASSIGNMENT AND TOPIC	NOTES
<b>Course Introduction and Administrative matters</b> ACTIVITY: Form groups, review assignment, define tasks, pick a health problem	
<b>Chapter 1: Getting Started</b> ACTIVITY: Identify a local agency that address that problem, research the agency and write a paragraph	
<b>Chapter 2: Becoming Familiar with Funding Sources</b> ACTIVITY: Work to identify five alternative funding sources; learn how do do web citations/references	Meet in ILC
<b>Chapter 3: Developing your ideas for funding</b> ACTIVITY: ID model program and start goals	
<b>Chapter 4: Common Sections of Proposals</b> ACTIVITY: Develop measurable objectives for goals	
<b>Chapter 5: Strategies for Effective Writing</b> ACTIVITY: Omit needless words exercise	
<b>Chapter 6: Technical Writing Considerations</b> ACTIVITY: Rewrite goals and objectives, to follow model/instructions	
<b>Out of town – AAHB</b> ACTIVITY: Work on grant proposals	
<b>Spring Break</b>	
<b>Chapter 7: Developing a Budget</b> ACTIVITY: Begin developing Budget	1 <sup>st</sup> Draft of Proposal Due
<b>Chapter 8 &amp; 9: Putting it All Together to Create a Budget and Technical Considerations in Budget Development</b> ACTIVITY: Budget justification	
<b>Chapter 11 Understanding the Process of Collaboration</b> ACTIVITY: Work on grant proposal	
<b>Chapter 13 Learning About Your Institution</b> <b>IRB REVIEW</b> ACTIVITY: Construct informed consent statement(s)	IRB Video
<b>Chapter 15 Understanding the Review Process</b> <b>Guest Speaker (Mata or Kelly)</b> ACTIVITY: TBD	
<b>Chapter 16 Responding to the Proposal Review</b> ACTIVITY: TBD	NIH VIDEO
<b>Project Presentations (last day of class)</b>	
<i>LAST DAY OF CLASSES at UTEP</i>	
<i>DEAD DAY</i>	
<i>FINAL EXAM 4:00 – 6:45</i>	
<i>COMMENCEMENT</i>	
<i>FINAL GRADES DUE</i>	

## **Class Policy on Electronic Devices:**

**Cell phones.** Cell phones may be left on for use in emergency situations. Please set your phone on silent or vibrate and take any incoming calls outside the classroom. Text messaging during class is not allowed.

**Laptop computers. Use of laptops during class is not permitted.** The necessity of classroom interaction in this course negates the usefulness of laptops as a note-taking device. The use of your laptop during class can also prove distracting to your classmates, so please refrain from using your laptop during class. *The only exceptions to this policy are for class activities.*

**A NOTE ON PLAGIARISM:** Merriam-Webster's Collegiate Dictionary (2000) defines plagiarism as "stealing or and passing off the ideas or words of another as one's own" or "to use another's production without crediting the source." Plagiarism a serious breach of academic dishonesty and anyone guilty of plagiarism will be subject to disciplinary action by the Dean of Students.

There are several ways to avoid plagiarizing in research papers and proposals:

- (1) Come up with your own research ideas – don't copy a paper that has already been done
- (2) Learn to paraphrase or quote when necessary
- (3) Cite references where appropriate
- (4) Don't wait until the last minute to start writing your paper

### Notice of Policy on Cheating:

Students are expected to be above reproach in all scholastic activities. Students who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the university. "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." Regents' Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2, Subdivision 3.22. Since scholastic dishonesty harms the individual, all students, and the integrity of the university, policies on scholastic dishonesty will be strictly enforced.