Lecture: These will be posted online in Collaborate on D2L.

INSTRUCTOR: Dr. Robin Miskimins, Lee Medical Building, Room 260, 658-6350  
-Course director

TEXTS: There is no assigned text for this course.

ATTENDANCE: Viewing the recorded lectures is required. Participation in the writing, critiquing and discussions are also required.

COMMUNICATION & FEEDBACK: The instructor will log onto the D2L site every day during the week and at least once over each weekend. Every effort will be made to answer questions within 24 hours of being posted. Students can also email the instructor for information as well (robin.miskimins@usd.edu). Emails will be answered within 24 hours. Student assignments will be graded within 1 week of submission.

ONLINE STUDENT HANDBOOK: For information about the university's technical, academic, and student support services, as well as how to take advantages of these services, please refer to the Online Student Handbook in the USD Getting Started widget. This document also contains important information pertaining to minimum technology requirements, registration information, as well as other university services and policies.

COURSE OBJECTIVE: By the end of this course students will have an understanding of how to put together a grant proposal for a federal agency.

GRADING:  
Participation: Students are expected to participate in class discussions. A total of 100 points will be assigned for involvement in discussions, leading critique discussions and response to questions. Grades for participation will be posted every 4 weeks. Participation grades are distributed as follows:
0 - 4 points for substantive comments- this means more than “good job,” “I like your topic.” Suggestions for improvement.
0 - 4 points for replies to peer postings- this includes numbers. Please reply to several of your classmates. Replies to only one, or comments on only one will not garner full credit.
0 – 1 point for timeliness- please answer in the week the posting occurred.
0 – 1 point for answering peer questions
Instructor meeting: Each student will be required to meet at least once with the course director. The meeting, which must occur early in the course, will be used to discuss grant topics and aims. Please contact the instructor and set the time and date for this meeting. Additional one on one discussions may be arranged by the student or instructor as desired. These can be done either in person or by Skype.

Writing: Each topic will be introduced at the beginning of the 2 week period. What each section is to contain and how to approach the writing will be in the recorded lecture. Writing will be graded on how well the goal for that section is achieved, not on grammar, syntax or ideas. Each student is to write a section of her/his grant for that topic. A rough draft is due at the end of the first week and the final draft is due at the end of the 2 weeks. All due date times are Central Time. The final version of that section will be graded. Each section will be worth 20 points.

Critiquing: Writing by class members will be open for comments for improvement by other class members. This counts towards participation. The quality of the comments provided will also be considered and graded. Each section’s comments will be worth 5 points. These grades will be posted midway through the semester and at the end. They will be in the grades section.

Final grant: Each student will submit his/her final, completed grant proposal. The composite proposal will be graded. The final submission is worth 100 points.

<table>
<thead>
<tr>
<th>Participation</th>
<th>100 points</th>
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<tbody>
<tr>
<td>Writing</td>
<td>160 points</td>
</tr>
<tr>
<td>Critiquing</td>
<td>35 points</td>
</tr>
<tr>
<td>Final grant</td>
<td>100 points</td>
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<tr>
<td>TOTAL</td>
<td>395 points</td>
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</tbody>
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Grades:

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>100 - 91%</td>
<td>A</td>
</tr>
<tr>
<td>90 - 81%</td>
<td>B</td>
</tr>
<tr>
<td>80 - 71%</td>
<td>C</td>
</tr>
<tr>
<td>70 - 61%</td>
<td>D</td>
</tr>
<tr>
<td>60% or below</td>
<td>F</td>
</tr>
</tbody>
</table>

Grades are based on the average of scores. Neither grades nor scores will be “curved”.

**Academic Integrity**

The University of South Dakota considers plagiarism, cheating, and other forms of academic dishonesty inimical to the objectives of higher education. The University
supports the imposition of penalties on students who have been adjudicated to have engaged in academic dishonesty, as defined in the “Conduct” section of the University of South Dakota Student Handbook, and South Dakota Board of Regents policy 2-33 www.sdbor.edu/policy/Documents/2-33.pdf.

No credit can be given for a dishonest assignment. A student found to have engaged in any form of academic dishonesty may, at the discretion of the instructor, be:

a. Given a zero for that assignment.
b. Allowed to rewrite and resubmit the assignment for credit.
c. Assigned a reduced grade for the course.
d. Dropped from the course.
e. Failed in the course.

**Freedom in Learning**

Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the dean of the college or school that offers the class to initiate a review of the evaluation.

**Disability Accommodation**

Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class or as soon as possible after the diagnosis of a disability. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester.

Please note: if your home institution is not the University of South Dakota but one of the other South Dakota Board of Regents institutions (e.g., SDSU, SDSMT, BHSU, NSU, DSU), you should work with the disability services coordinator at your home institution.

Ernetta L. Fox, Director
Disability Services, Room 119 Service Center
(605) 677-6389
Web Site: www.usd.edu/ds
E-mail: disabilityservices@usd.edu
**Diversity and Inclusive Excellence**

The University of South Dakota strives to foster a globally inclusive learning environment where opportunities are provided for diversity to be recognized and respected.

**Grant writing syllabus**

Jan. 7 – Jan. 18  Introduction; Identification of grant topics and finding a grant funding opportunity and agency, reading the RFP

Jan. 21 – Feb. 1  Specific Aims

Feb. 4 – Feb. 15  Significance and Innovation

Feb. 18 – Mar. 1  Approach

Mar. 4 – Mar. 8  SPRING BREAK

Mar. 11 – Mar. 22  Compliance

Mar. 25 – Apr. 5  Abstract

Apr. 8 – Apr. 19  Budget and budget justification

Apr. 22 – Apr. 26  BioSketch

May 3  Final Grant due