

## **ENTOMOL 697C: Grant Writing (Special Topics)** **2 credits, CRN 48725**

**Instructor:** Dr. Lynn Adler, [lsadler@ent.umass.edu](mailto:lsadler@ent.umass.edu), 5-1060, 209E Fernald Hall plus guest faculty lecturers and panelists

**Time schedule:** Mondays, 1-3 pm

**Course limit:** 30 students

**Classroom:** Fernald H1

**Office hours:** Adler: Tues 10-11, or by appt

**Course Description:** This course is designed to teach students principles of grant writing and introduce funding opportunities and application procedures for major US grant agencies in the life sciences. Several faculty will participate who are familiar with different funding agencies. Students will each write an independent grant proposal that will be peer-reviewed by a mock panel composed of both student and faculty reviewers. A revised version will be due at the end of the semester that addresses panel comments. We will conduct panel reviews to give students timely feedback if they are planning to submit a DDIG in the fall.

**Textbook:** No textbook. We will use handouts as needed.

**Grading scheme:** This course will have letter grades. Grade will be based on class participation (30%; includes attendance, involvement in discussion, and peer critique of proposals); initial proposal summary (10%), first draft of written proposal (30%), and revised draft of proposal (30%). Detailed grading sheets will be handed out in class, explaining how points will be assigned. These sheets will also be available on the class website.

**Grading details:** Students will each write a grant proposal over the course of the semester. The default format will be that of a NSF DDIG (Doctoral Dissertation Improvement Grant), but students can request instructor permission to use another format that is more appropriate for their discipline. A one-page proposal summary will be due initially, discussed in class, and approved by the faculty to develop the full proposal. Full proposals, including proposal summary and project description, will have a mock panel review with both student and faculty panelists. A revised proposal will be due at the end of the semester, and graded for overall quality and extent to which concerns were addressed. Attendance and active participation, including reviewing other proposals, are essential to this class and constitute a substantial portion of the final grade. Details about the expectations and logistics of the mock panels will be handed out in class and provided on the course U-Drive in the “Course Materials” folder.

**Course U-Drive:** We will use a “Grant Writing” course folder on my U-Drive to provide students with access to course materials. Having an online folder that is accessible to all students and faculty, but not others, will facilitate the review process and distribution of course materials.

To access the U-Drive: Each of you will be emailed a “ticket” during the first week of class that includes an URL and a password that can be used to access course materials. **Please do not share this URL/password with others.**

To upload your proposals, reviews and panel summaries: Please upload your work as Word documents or PDF files. To simplify logistics, please name your proposals as “YourLastName\_Proposal,” your reviews as “YourLastName\_Review\_for\_Proposer’sLastName” (e.g., “Smith\_Review\_for\_Jones” if you are Joe Smith reviewing Jane Jones’ proposal), and your panel summaries as “YourLastName\_Summary\_for\_Proposer’sLastName.” To upload these files, click on the “Proposals” folder within the “Grant Writing” folder (or “Proposal Summaries” for the first summary draft that is due Sept 17). **Reviews and panel summaries should be put in the same folder as the proposal itself.** Click on your folder if you are uploading your proposal, and the proposer’s folder if you are uploading a review or panel summary. When you in the appropriate folder, click on “Upload” at the top of the screen and follow the instructions.

To download materials: Find the appropriate file or folder you wish to download. Check the box next to the file or folder, and click “download” at the top of the page. You will be given the option to open the file/folder, or save it to disk. If you save it to your computer, it will be downloaded as a zip folder. If you click on this, it *should* open automatically and have the files you requested inside.

**Library Resource:** If you would like assistance with learning how to do a literature search, or using Refworks as a reference management software, you can contact our Branch Reference Librarian, **Naka Ishii**, at 545-1656 or [nishii@library.umass.edu](mailto:nishii@library.umass.edu). She will be happy to assist.

### Course Outline

Week	Topic
Sept. 10	Introduction; NSF Doctoral Dissertation Improvement Grants (Lynn)
Sept 17	NSF general: opportunities, aims & procedures (Ben) <b>Proposal summaries due in Course U-Drive by 5 pm</b>
Sept 24	Initial panel discussion of summaries with students & faculty – <b>ALL course participants should have comments for ALL summaries</b>
Oct 1	USDA: opportunities, aims & procedures (Adam)
<b>Oct 9</b> (Tues is Mon)	NIH: opportunities, aims & procedures (Steve)
Oct 15	Other funding sources (Joe); <b>Proposals (Summary and Project Description) due in Course U-Drive by 5 pm</b>
Oct 21	<b>ALL REVIEWS DUE BY 5 PM IN COURSE U-DRIVE</b>
Oct 22 – Nov 26	<b>Panel reviews;</b> first priority given to students applying for DDIGs
Dec 3	Final proposals due in my mailbox (outside 102 Fernald) by 5 pm