Course Description and Objectives:

A ten-week course intended for students and professionals interested in learning the basics of grant writing. The course is intended to prepare students to understand the grant process and the steps needed to complete a well-developed funding application. Additionally, students will learn about the review process found in grant funding.

This course intends to meet the following objectives:

- Students will understand common terms within grant writing
- Students will be able to demonstrate and apply knowledge to completing pieces of a funding proposal.
- Student will demonstrate their mastery of the content area by completing a draft grant proposal.
- Students will be able to utilize professional research tools in the field of grant writing
- Students will be able to understand the review process involved in grant writing.
- Students will understand how grant funding fits into a larger fundraising program.

Instructional Methods:

Students will use the Moodle system to access lectures, readings, and assignments, and to participate in discussions. Instructor will post lectures, other reading materials and assignments; critique written assignments; and monitor and evaluate discussion postings.

Learning units will be online at the beginning of the course; however, there are times I will add something new at the start of the week. Please be sure to view the module during the scheduled week, and watch for due dates. Students can expect to receive graded work within one week. I will post the grades within the gradebook section of Moodle.

When I return work, it will be through the gradebook. Please note if you choose to submit work early, I will grade it after the scheduled due date. You will be able to see a document submitted by the instructor and you will want to click that open to see my comments.
Course Material:

Required:


Suggested but not required:


Undergraduate and Graduate Students

Please note that in this course we will have both undergraduate and graduate students. Most of the course is the same for both; however, the graduate students will have an additional assignment. Please note if you wish to change levels (undergraduate/graduate) this must be done by week #2 in the course (no exceptions).

Participation

Students will be expected to fully engage and participate in this course. While the course is online, and is asynchronous, it is NOT an independent study. I have structured this course into units—so you DO NOT have weekly work that is “due”. I just asked that you stay engaged in the discussions as much as possible while working on the grant pieces.

Holiday

During this course, we may encounter a holiday/spring break/etc. With online learning, we do not take any “time off”. The learning units are posted early so you can plan accordingly. There may be assignments due on a holiday, but you are welcome to submit it early (not late). It is your responsibility to know the due dates, and to get your work done for that week.

References

This is a college level course; therefore, you will be required to use appropriate references in your work. Please use the APA Style Manual when referencing work. There is an APA help folder located in the course.

Course time and preparation

It can be very difficult for me to estimate the amount of time it will take you on this course. On an average, students can expect to spend approximately 6-8 hours per week on this course. There will be some weeks this will be more and some weeks it will be less. Remember, the goal of the instructor is to have you gain workable knowledge on all main parts of writing a grant which can be a time-consuming process.
Grading

- Moodle discussion board unit responses: 100 (4 x 25 points)
- Unit Checkpoints: 300 (2 x 100 points each/ 2x 50 points)
- Peer Review Assignment 100 points
- Final grant proposal: 250 points
- GRADUATE STUDENTS ONLY: Funder presentation assignment: 150 points

Letter grades are based on standard percentages: 90%-100%= A; 80%-89%=B; 70%-79%=C
Total Points Possible 750 (undergrad) or 900 (grad)

Discussion Board: At the end of each unit there will be a discussion. This is a chance for us to share information and collaborate together. I do not look at the discussion as just a chance to answer a question, but instead to engage with others and further your learning.

Unit Checkpoints: There will be pieces and parts of the grant that you will need to submit through checkpoints. This allows me to give you feedback before you are putting your final grant together.

Peer Review Assignment: You can read more about this later in the syllabus, but this assignment gives YOU the chance to be a grant reviewer and look at things based on a rubric provided.

Final Proposal: Everyone will submit a final grant proposal. This will allow you to see how “typical” grants come together. However, remember that each grant application will be unique.

Graduate Students Only: If you are taking this as graduate credit, you will need to develop a PowerPoint presentation with voice over “pitching’ your proposal to the funding agency. More about this assignment is provided in the course.

PLEASE NOTE: You do not want to have late work especially in grant writing. You must be on time as this is one of the most important parts of your application. Remember, a late submission could cost you a grant!

Assignment times and due dates

Dr. Cindy Briggs, CFRE
University of Montana
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Important Communication Tips:

Emails:
- The best way to reach me is by sending an email (I check email often).
- I will answer your email within 24 hours—this is usually much quicker.
- If you send me an email after normal work hours on Friday I may not respond until Monday. This is not definite—I often do check emails over the weekend, but I do reserve weekend’s to be with my family.
- Very important: I must assume that you open your email that is registered with the course (your UM email) regularly, as this is the method I use to communicate with you directly.

Social Media:
- I have been trying something a little new. I do Live online sessions (totally optional) on both Instagram Live and Facebook Live. I will give you more details about this within the course.

Telephone:
- You may call me anytime at my office number (listed above).
- Please also send me an email if you have left a message on my office phone.

Appointments:
- Online education can be tough—I want to be available to you. We can do online live sessions, or phone calls---whichever works for you!

Mind Reading®:
- Unfortunately my mind reading skills have gotten very rusty over the years... therefore, I will not know you need help unless you ASK for help. Remember... I cannot see you each week so I cannot see the light bulb over the head or the confusion on your face. Never be embarrassed to ask for help... it is why I am here!!
# Course Outline: Grant Writing

<table>
<thead>
<tr>
<th>Unit</th>
<th>Assignments/Due Dates</th>
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<tbody>
<tr>
<td>Unit I: Planning the Grant</td>
<td>All due by Monday, February 5 @ 5 pm</td>
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<tr>
<td>Unit II: Writing Pieces of the Grant</td>
<td>All due by Monday, February 26 @ 5 pm</td>
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<tr>
<td>Unit III: The Review Process</td>
<td>Draft proposal submitted: Sunday, March 11 by 5:00 pm (No exceptions)</td>
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<tr>
<td></td>
<td>Peer-review assignment due: Sunday, March 18 by 5:00 pm (No exceptions)</td>
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<td></td>
<td>Unit discussion due by March 21 @ 5 pm</td>
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<tr>
<td>Unit IV: Course Wrap Up</td>
<td>Graduate Assignment due March 26 @ 5 pm</td>
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<td></td>
<td>Final project due March 30 @ 5 pm</td>
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<tr>
<td></td>
<td>Unit discussion due by March 30 @ 5 pm</td>
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Please note: Unit activities are located within the course.
Peer Review Project (Weeks 7 & 8)

There are two parts to the peer review project. The reason I have this assignment included is so you can actually get the feel for being a “reviewer” of a potential grant. It is a great lesson to learn both sides of the funding “coin”. Please take this very seriously. It is up to you whether you follow the reviewer’s suggestions, but as a reviewer you should actually imagine that you are granting money.

Sunday, March 11, 2018 BY 5:00 PM

You will submit your draft grant in the Moodle learning unit. All sections through this should be included in the draft. (Up to and including the evaluation). You will not be graded on this submission...but you must submit your grant to obtain a grade later in this project. DO NOT PUT YOUR NAME on the submission. I will know it is from you from Moodle. ABSOLUTELY NO LATE SUBMISSIONS WILL BE ACCEPTED.

Monday, March 12 BY 10:00 am (MAY BE SOONER)

Dr. Briggs will assign each person a grant to review. You will receive the grant via your university email account. You will use the review sheet provided that week to complete the review. Remember the reviewers will be anonymous!!

Sunday, March 18 by 5:00 PM

Your completed review sheet should be submitted in the Moodle learning unit. By Tuesday, March 20 (most likely sooner), Dr. Briggs will return the review sheet to you with your peer comments. Remember the peer comments are not absolute. You can choose to implement them or not—that will be up to you. It is just a chance to get another perspective on your grant.