

**The Ohio State University
Agricultural and Extension Education 794
GRANT PROPOSAL WRITING
Spring Quarter 2009 – 3 credits**

Course Website: Information will be posted on Carmen.

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Office Hours: By appointment

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Class Meeting Time: As arranged

Course Overview: This course will cover information needed for the preparation of grant proposals to support teaching, research, or outreach programs. Emphasis will be placed on proposal development, identifying funding sources, and the proposal review process. Students will understand the grant writing process and be able to apply this knowledge through the development of a written proposal that can be submitted to a funding source.

Objectives:

After completing this course, students will:

- Identify major grant funding sources.
- Identify the major components to be included in a grant proposal.
- Conduct a search to identify alternative sources for grant funding.
- Develop a high quality proposal for grant funding.
- Prepare and justify a project budget request.
- Evaluate the quality of a grant proposal.
- Examine ways of ensuring program or project continuity after a funded project or program ends.

Textbooks: The “How To” Grants Manual: Successful Grantseeking Techniques for Obtaining Public and Private Grants, 6th Ed., David E. Bauer.

Proposal Planning & Writing, 4th Ed., Jeremy T. Miner & Lynn E. Miner.

Method of Instruction: The course will consist of readings, discussion, special activities, and interviews with funders and others involved with various aspects of grant writing.

Assignments: There will be a number of short written assignments for this course, in addition to proposal drafts, a peer review, and the final grant proposal. The assignments are intended to assist you in planning your project and making steady progress toward a completed proposal.

More information about the assignments will be presented in class. All assignments are due at the start of class unless otherwise stated.

Final Exam: The final exam period is scheduled for Monday, June 8 from 11:30-1:18 p.m. At this time, students are expected to have their evaluation proposal completed. No written exam will be given, but it is expected that students incorporate concepts from the course into this proposal to demonstrate understanding of key ideas, issues, and literature.

Grading Scale: Points will be earned as follows:

Assignments #1-8	200 points (25 points each)
In-class peer review	50 points
Final grant proposal	250 points
Total	500 points

Grades will be determined according to the following scale:

Letter Grade	Percentage
A	94-100%
A-	90-93%
B+	87-89%
B	84-86%
B-	80-83%
C+	77-79%
C	74-76%
C-	70-73%
D+	67-69%
D	64-66%
E	63% and below

Statement of Student Rights:	Any student with a documented disability who may require special accommodations should self-identify to the instructor as early in the quarter as possible to receive effective and timely accommodations.
Academic Misconduct:	Academic misconduct of any kind will not be tolerated. Examples of academic misconduct include, but are not limited to, cases of plagiarism and dishonest practices in connection with examinations. Individual effort is expected on the assignments. If you have a question about approaches and procedures and what constitutes academic misconduct, ask the instructor. Faculty Rule 3335-5-487 will be followed in cases of academic misconduct – “Instructors shall report instances of alleged academic misconduct to the committee (on academic misconduct).”

Course Outline, Required Readings, and Assignment Deadlines

Week 1 – March 30 Course overview; Developing a vision and plan for your work

Week 2 – April 6 The statement of need; Clarifying your ideas

Bauer, Chapters 1-6

Miner & Miner, Chapter 1

Assignment #1 Due Vision, time management plan, literature assessment, interview

Week 3 – April 13 Early preparation work; Identifying funding sources: Government grants

Bauer, Chapters 7-12

Miner & Miner, Chapter 2

Assignment #2 Due Statement of need; identifying uniqueness; summary of ideas

Week 4 – April 20 Identifying funding sources: Foundation and corporate grants

Bauer, Chapters 19-21, 24-26

Miner & Miner, Chapters 3-4

Assignment #3 Due C.V./resume, support network, list of possible government grants

Week 5 – April 27 Proposal development: Introduction, needs statements, objectives, and methods; Letters of inquiry and proposal letters

Bauer, Chapters 13, 22, 27

Miner & Miner, Chapters 5-9

Assignment #4 Due List of possible foundation and corporate grants; identification of grant to apply for

Week 6 – May 4 Proposal development: Evaluation and dissemination

Miner & Miner, Chapter 10-11

Assignment #5 Due Grant proposal draft

Week 7 – May 11 Proposal development: Budgets, appendices, and abstracts

Miner & Miner, Chapters 12-14

Assignment #6 Due Grant proposal draft

Week 8 – May 18 Submission and review process; Reporting requirements

Bauer, Chapter 14-18, 23, 28

Miner & Miner, Chapters 15-16

Assignment #7 Due Grant proposal draft

May 25 Memorial Day – no class**Week 9 – June 1 Peer review activity; Sustainability**

Assignment #8 Due Turn in grant for peer review

Final Exam – Monday, June 8, 11:30-1:18 p.m.

Final proposal due