

GRANTS.LOV : Grantsmanship Course

VME6934 #21025

Class Periods: Monday 1-2 PM, except the final class Monday 1-4 PM

Location: Zoom - Meeting ID: 934 9852 7884

Academic Term: Summer C; May 13-August 9, 2024

Instructor:

Rhoel R. Dinglasan PhD MPH

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352-294-8448

Office Hours: M-T, Th, F between 1-3 pm, Emerging Pathogens Institute Rm 375 (also available by Teams)

Course Description

- This is an intensive grants writing course (4 credits) designed to produce at the end of the Summer C Session, 80% of the components for a complete F31/32 grant (PA-2372/) application for submission during the NIH NRSA December cycle. Students must participate in the discussion in a meaningful way in every class. The course include group/class discussions and one-on-one meetings with the instructor to get individualized guidance to complete the grant application sections.
- There will be a Mock Study section, wherein students participate in peer review of applications using the NIH guidelines for review and scoring criteria. Faculty from UF and outside UF will be invited to review a student's application and provide expert critique.
- It is expected that students who take this class will submit an application on December 8 (submission to the Division of Sponsored Programs will be 5 business days before the due date). Dr. Dinglasan will shepherd you through this process personally. The link below contains the current instructions:
<https://grants.nih.gov/grants/guide/pa-files/PA-23-272.html>
- All students who take this class are required to donate their submitted F31 application to the course director with the understanding that it may be used in future versions of the course.

Course Pre-Requisites / Co-Requisites

Must be a doctoral student with an identified thesis research project topic and plan.

Course Objectives

- In-depth knowledge of strategic writing for any grant application
- Art of selling yourself
- Knowledge of the process of grant review and participation in the peer review process
- Completion of a solid grant application (80% complete) that can be easily completed with the help of the student's primary mentor (sections completed by the mentor/advisor).

Materials and Supply Fees

None

Recommended Materials

- <https://grants.nih.gov/grants/guide/pa-files/PA-23-272.html>

Course Schedule

- Week 1 : Introduction and components of the Fellowship/Career Grant applications (IC) – NIH Biosketch template is sent out with the welcome email prior to the start of classes to enable the students to start preparing their drafts.
- Week 2 : NIH Biosketch (Fellowships format) is due. Work on refining the biosketch using instructor comments that are returned to you on May 20. Sign-up for O3 meetings (1.5-2 hr time slots) with the instructor. A

When2Meet schedule will be set up and sent to each of you to identify dates/times that work for you and the instructor. Confirmation of the scheduled time for you will be sent as an Outlook Invite.

- Week 3 : NIH Biosketch version 2 is due @1 PM. Meet with the instructor during your 1.5-2 hr time slot to go over the biosketch.
- Week 4 : How to prepare the Specific Aims Page.
- Week 5 : Specific Aims page (draft 1) is due. Complete the Specific Aims page (draft 2). During this period, also begin a rough draft of your Research Plan (draft 1) based on your Specific Aims page comments using the provided template.
- Week 6 : Discussion of draft 2 of your Specific Aims page and the Research. Submit a copy to the instructor after class. Prepare drafts of the following for Support Documents.
- Week 7 : Discussion of the Support Documents. Continue to refine your Research Plan (draft 2) and make edits to your support documents.
- Week 8 : Research Plan (draft 2) is due. Sign-up for O3 meetings (1.5-2 hr time slots) with the instructor from July 8-12.
- Week 9 : Meet with the instructor during your 1.5-2 hr time slot to go over the Research Plan and Support Documents.
- Week 10 : Support Documents (draft 2) are due.
- Week 11 : Q&A session with 1-2 UF-Faculty/Students (or former students outside of UF) of funded F or K awards. Final Q&A opportunity before completing your grant application. Complete your Specific Aims (1 page) and Research Plan (6 pages).
- Week 12 : Discuss the review process for each other's fellowship or grant applications. Final Specific Aims, Research plan (6 pages), and Training Documents are due. Assignment of reviewers (students and UF/non-UF faculty receive the application packets). Prepare comments on each application you review using the NIH Critique Scoresheet. Submit preliminary score and copy of score sheet to instructor.
- Week 13 : Mock study section of applications by the class and invited faculty reviewer(s). Session will be recorded. August 9 (NC): Grades are due to the registrar. Classes end.

Attendance Policy, Class Expectations, and Make-Up Policy

Attendance is required for both group and one-on-one meetings with the instructor. Not participating in the discussion is the same as not coming to class at all. Attendance will be recorded on Zoom. Excused absences must be consistent with university policies in the [Graduate Catalog](#) and require appropriate documentation. Additional information can be found in [Attendance Policies](#).

Evaluation of Grades

Assignment	Total Points	Percentage of Final Grade
Writing Assignments (6)	100 each	50%
Class Discussions	100 each	25%
Peer Review & Mock Study Section	100 each	25%
		100%

Grading Policy

The following is given as an example only.

Percent	Grade	Grade Points
90.0 - 100.0	A	4.00
87.0 - 89.9	A-	3.67
84.0 - 86.9	B+	3.33
81.0 - 83.9	B	3.00
78.0 - 80.9	B-	2.67
75.0 - 79.9	C+	2.33

Percent	Grade	Grade Points
72.0 – 74.9	C	2.00
69.0 - 71.9	C-	1.67
66.0 - 68.9	D+	1.33
63.0 - 65.9	D	1.00
60.0 - 62.9	D-	0.67
0 - 59.9	E	0.00

More information on UF grading policy may be found at:

[UF Graduate Catalog](#)
[Grades and Grading Policies](#)

Students Requiring Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the [Disability Resource Center](#). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Course Evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. [Click here for guidance on how to give feedback in a professional and respectful manner](#). Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via ufl.bluera.com/ufl/. [Summaries of course evaluation results are available to students here](#).

University Honesty Policy

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” [The Honor Code](#) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Software Use

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see the [Notification to Students of FERPA Rights](#).

Campus Resources:

Health and Wellness

U Matter, We Care:

If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.

Counseling and Wellness Center: counseling.ufl.edu/cwc, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS)

Student Health Care Center, 392-1161.

University Police Department at 392-1111 (or 9-1-1 for emergencies), or police.ufl.edu.

Academic Resources

E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu.

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling.

Library Support, Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.

Student Complaints Campus

On-Line Students Complaints