ENGL 4371 (Course ID 106053) Special Topics in Rhetoric and Writing (Grant Writing)

Instructor Information
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Course Overview
This course will help students acquire the knowledge and skills for preparing competitive funding proposals for submission to private and public sponsors. Students will have opportunities to practice preparing, reviewing, and editing program plans and proposals. They will also gain knowledge on finding sources of external funds to support a program or research project. Students will apply their skills through a progressive writing project in which they will identify a need, develop a program plan, or research project that addresses the need, and write an effective proposal to a potential sponsor that they have identified.

Student Learning Outcomes
Students completing the course will be able to:
- Effectively plan a program or research project by examining the problem, determining what is needed to address the problem, and deciding how to produce the desired result or change.
- Locate available funding opportunities, find important information on funding opportunities, and determine if a funding opportunity is suitable for a proposed program or research project.
- Understand the fundamental components of a grant proposal such as the summary, need statement, outcomes, methods, evaluation, and budget.
- Use a logic model to organize a funding proposal.
- Develop, review, and edit competitive grant proposals.

Required Textbooks and Readings
Karsh, E. & Fox, A. S. (2019). *The only grant-writing book you'll ever need*. (5th ed.). Basic Books.
Kiritz, N. J. & B. Floersch. (2017). *Grantsmanship: Program planning & proposal writing*. (C. Kiritz, Ed., 2nd ed.). The Grantsmanship Center. (Original work published in 1974).

Special Course Notes
I will provide links to online resources, funding opportunity announcements, and sample proposals in Canvas to support the learning objectives of the course.

Assignments
The course assignments and exams focus on helping students developing skills in planning programs and writing and editing proposals. I expect the writing assignments to indicate an understanding of material presented in reading assignments and classroom discussions. The

course's major assignment is a funding proposal that demonstrates knowledge and skills in program planning and proposal writing. Students can earn up to a total of 1200 points by reading the required materials, participating in classroom discussions, submitting assignments on time, and writing a competitive grant proposal.

Grading Scale

Grade	Points
A = 90-100%	≥ 1080
B = 80 – 89%	≥ 960 < 1080
C = 70 – 79%	≥ 840 < 960
D = 60 – 69%	≥ 720 < 840
F = < 60%	< 720

Assignments, Tests and Weights

Item	Due Date	Weight
Quizzes (10)		100 pts
Written Assignments		
1. Identify potential funding opportunities.	8/31/23	25 pts
2. Choose a funding opportunity and describe an eligible applicant.	9/7/23	25 pts
3. Describe a problem including situation, significance, and causes.	9/14/23	25 pts
4. Prepare a logic model.	9/28/23	25 pts
5. Create a summary outline.	10/5/23	50 pts
6. Write the proposal summary.	10/12/23	50 pts
7. Prepare an outline of the proposal and write the introduction section.	10/19/23	75 pts
8. Write the outcomes, methods, and evaluation sections of the proposal.	11/2/23	150 pts
9. Write the background (literature review) and references sections of the proposal.	11/9/23	100 pts
10. Prepare the budget and write a budget justification.	11/16/23	150 pts
Exam 1	9/21/23	50 pts
Exam 2	10/26/23	50 pts
Exam 3	11/16/23	50 pts
Major Assignment: Final funding proposal.	11/30/23	200 pts
Final exam	12/7/23	75 pts
Total		1200 pts

Late Work and Make-Up Exams
Ten points for each day an assignment is late will be deducted from the possible points earned for an assignment. Makeup exams will be given for documented excuses only, which are subject to the instructor's approval. Any request for an alternate time for an exam will need to be pre-approved prior to the exam in question. An approved make-up exam will be different from the class exam. Every effort should be made to take exams as scheduled to avoid the need for make-up exams.

Calendar of Topics, Readings, and Due Dates

The calendar of topics, reading, and due dates in the table below are designed to help you gain knowledge needed to complete your major assignments on time. In addition to the readings in the textbooks, supplemental materials available free from funding agencies may be suggested to provide additional tips for developing competitive grant proposals.

Topic	Class Date	Readings
Introduction to grants, the grant lifecycle, grantsmanship, and funders.	8/24/23	Kiritz: pgs 1-15 Karsh and Fox: pgs 19-49
Finding, understanding, and responding to funding opportunities.	8/31/23	Karsh and Fox: pgs 52-65 Kiritz: pgs 17-39
Identifying and defining the problem.	9/7/23	Kiritz: pgs 40-59 Karsh and Fox: pgs 140-157
Identifying and describing outcomes.	9/14/23	Kiritz: pgs 61-79 Karsh and Fox: pgs 159-167
Using the logic model as a framework for a proposal.	9/21/23	Kellogg Foundation *Logic Model Development Guide*: pgs 1-26 Kiritz: pgs 90-91
Writing styles to support successful proposals.	9/28/23	Karsh and Fox: pgs 123-137 Kiritz: pgs 6-9
Using the summary as an outline for the proposal.	10/5/23	Karsh and Fox: pgs 170-181
Writing the proposal narrative – the approach section.	10/12/23	Kiritz: pgs 80-111
Writing the proposal narrative – the evaluation section.	10/19/23	Kiritz: pgs 112-135 Karsh and Fox: pgs 194-204
Writing the proposal narrative – the future support section.	10/26/23	Kiritz: pgs 136-147 Karsh and Fox: pgs 218-225
Estimating and justifying the cost of a program or project.	11/2/23	Kiritz: pgs 148-177 Karsh and Fox: pgs 205-217
Preparing other proposal documents: facilities, timelines, biographical sketches.	11/9/23	Kiritz: pg 88 Karsh and Fox: pgs 234-245
Collaborations. Preparing the final package.	11/16/23	Karsh and Fox: pgs 182-192; 323-332 Kiritz: pgs 85-86
Preparing proposal checklists. Course review.	11/30/23	
Final.	12/7/23	