



# International Development Ph.D. Program

*The Knowledge to Change Your World*

**Spring 2007**

**Course Syllabus**

**IDV 740 – Research Administration and Grantsmanship**

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**Instructor:** Dr. Denise von Herrmann

**Office:** 423 Liberal Arts Building, USM Hattiesburg

**Office Phone:** 601.266.4310

**Home/Cell Phone:** 601.466.5153

**Telephone Office Hours:** 4-5:30 pm CT Tuesdays, on the cell phone listed above.

**In-Person Office Hours:** By appointment during in-person sessions and any other time a student is on campus in Hattiesburg.

**Required Online Chat Sessions:** Tuesdays, 5:30-7:30 pm CT as scheduled in WebCT

## **Instructional Materials**

*Required Textbooks (to be provided to students whose fees are paid)*

- Ward, Deborah. (2006). *Writing Grant Proposals That Win*, 3<sup>rd</sup> Edition, Jones & Bartlett Publishers; ISBN: 0763729302
- Lawrence F. Locke, Waneen Wyrick Spirduso, Stephen J. Silverman (2000). *Proposals that Work: A Guide for Planning Dissertations and Grant Proposals*, 4th Edition, Sage Publications; ISBN: 0761917071
- Miner, Lynn E., Jeremy T. Miner and Jerry Griffith (1998). *Proposal Planning & Writing*, 3<sup>rd</sup> ed. Greenwood Press. ISBN : 157356141X
- Joanne B. Ries, Carl G. Leukefeld (1997). *The Research Funding Guidebook: Getting It, Managing It, and Renewing It*, Sage Publications; ISBN: 0761902309

*Helpful Web Resources:* [APA Style tips](#); [Common WebCT Resources](#) for IDV (access from inside of the course)

## **ADA Policy Statement**

If a student has a disability that qualifies under the Americans with Disabilities Act and requires accommodations, he/she should contact the Office of Disability Accommodation for information on appropriate policies and procedures. Box 8586; Tel. 601-266-5024; TTY 601-266-6837; Fax 601-266-6035.

## **Plagiarism Policy Statement**

A. Plagiarism is scholarly theft, and it is defined as the unacknowledged use of secondary sources. More specifically, any written or oral presentation in which the writer or speaker does not distinguish clearly between original and borrowed material constitutes plagiarism.

B. Because students, as scholars, must make frequent use of the concepts and the facts developed by other scholars, plagiarism is not the mere use of another's facts and ideas. However, it is plagiarism when students present the work of other scholars as if it were their own work.



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C. Plagiarism is avoided when students give credit (footnotes or other documentation forms) to the sources consulted in researching all written work.

D. Plagiarism is a serious offense. An act of plagiarism may lead to a failing grade on the paper and in the course, as well as sanctions that may be imposed by the student judicial system.-*USM Student Handbook*, pages 74-75.

## Course Contact:

In the contexts of the In-Person Sessions, Discussion Threads, and Chat Sessions, students will have no less than 2,250 contact minutes with the instructor over the course of the semester.

## Course Objectives:

	S U M M A R I E S	A S S I G N M E N T S	C H A T S / D I S C U S S I O N	R E S E A R C H P R O P O S A L	O R A L P R E S E N T A T I O N
The course is arranged into five units of study, as shown below. Each unit corresponds to a specific learning objective, which will be achieved and assessed as demonstrated in this chart.					
Identify and evaluate possible research questions that could attract funding	X	X	X	X	X
Understand the various funding sources and the general requirements and terminology used for each; also demonstrate understanding of the evaluation and selection processes used by funding agencies	X	X		(*)	(*)
Demonstrate an understanding of the ethical concerns of various types of funded research and how to address them	X	X	X	X	X
Prepare project timelines, conceptual approaches, and evaluation plan for a funded project	X		X	X	(*)
Demonstrate an ability to prepare, manage, and maximize the budget within a funded project	X	X		X	X



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**The following Course Information Items and Materials are available to all students through the WebCT course interface:**

Detailed Course Schedule and Assignments Calendar  
Style Guide for IDV Program Participation  
Grading Rubric for Discussion Threads and Chat Participation  
Grading Rubric for Annotated Book Outlines/Summaries  
Grading Rubric for Oral Presentations  
Grading Rubric for Research Paper

## **Course Grades:**

Annotated Chapter Summaries	15%
Discussion Threads (3 required)	15%
Live Chat Sessions (5 required)	15%
Oral Discussion & Presentation (at In-Persons)	10%
Research Proposal of 20-25 pages	45%

*Please note that the grade for the Research Funding Proposal (45%) is broken into several distinct graded events, each with its own deadline. All deadlines must be strictly adhered to in order to receive full credit for the Proposal Assignment. (See details in the Calendar below).*

## **Grading Criteria**

**Students earning 93-100 receive an A; 90-92 an A-; 87-89 a B+; 83-86 a B; 80-82 a B-; 77-79 a C+; 73-76 a C; 70-72 a C-. Graduate students earning less than 70 points will receive a failing grade for the course.**

*A note about incomplete grades—I utilize a student contract system for awarding the grade of incomplete. If you find that factors beyond your control have caused you to lag behind in the course (factors such as illness, family emergency or etc.) please see me as soon as possible to determine your eligibility for an incomplete contract. Both the student and instructor will sign an agreement stating the work to be completed and a timetable for its completion. This is the only circumstance under which I will award the grade of “I” to any student.*



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Detailed Outline: All Readings Assignments Can Be Found in WebCT

***Note: Prior to Arrival at the First Day of the In-Person, all enrolled students should have read pps. 147-180 in “Proposals That Work” by Locke, Spirduso, and Silverman, as well as pps. 57-74 in “Writing Grant Proposals That Win” by Ward.***

**Overview of Topics Covered: *Please note that Specific READING ASSIGNMENTS are given weekly inside the WebCT Content Modules. Please keep up with the readings!***

In-Person Part 1 - Jan 13th, 2007

- Introduction and Overview
- Overview of Federal Research Budget
- Introduction to Funding Sources—federal, state, private

In-Person Part 2 – Jan 13th, 2007

- The Art and Science of grantsmanship

Class 1 – online week of January 22-26<sup>th</sup>

- USM Research Proposal Guidelines (review)

Class 2 – online week of January 29-February 2<sup>nd</sup>

- Some Basics for Successful Proposal Writing
- Selecting a Question—How and What to Research

No “Class” Week of February 5-9<sup>th</sup>, 2007

Class 3 – online week of February 12th

- Federal Funding Sources
- Contracts/Grants/Cooperative Agreements
- Single Investigator/Multi-Department/Multi-Institution Proposals
- *Research Question and Primary Hypotheses due to Instructor inside WebCT (2%)*

Class 4 – online week of February 19th

- Introduction To Intellectual Property
- Bayh-Dole Act



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- Inventions – Patents
- US Law; GATT and WTO
- *Funding Agency description/guidelines due to instructor inside WebCT. (3%)*

Class 5 – online week of February 26th

- Issues of Ethics in Research
- Human and Animal Protection
- Informed Consent
- IRB's/IACUC's

Class 6 – online week of March 5<sup>th</sup>

- Conceptualizing the research project
- Overview of the parts of the application
- *Informed Consent Approval & IRB forms due to Instructor inside WebCT (5%)*

Spring Holidays week of March 12-15<sup>th</sup>

Class 7– online week of March 19<sup>th</sup>

- Effective writing to improve quality of the review

Class 8– online week of March 26th

- Review of Specimen Proposals from “Proposals That Work”

Class 9– online week of April 2nd

- Issues of Grant management
- Building Effective Internal Organizational Relationships
- Seeking and Utilizing Assistance
- *Proposal outlines due to Instructor inside WebCT (5%)*

Class 11 – online week of April 9th

- Personnel options (contracting, buying-out time, etc.)
- Maximizing the value of grant dollars
- *Draft Budgets due to Instructor inside WebCT (5%)*

No Class—Week of April 9-13<sup>th</sup>

Class 12 – online week of April 16th

- Preliminary Student Presentations of Proposals



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Class 13 – online week of April 23rd

- Student Presentations Continued

Day One of Second In-Person May 4<sup>th</sup>, 2007

- All Students turn in their Completed Proposals
- Mock Evaluation and Review Sessions

Day Two of Second In-Person, May 5<sup>th</sup>, 2007

- Guest Presentations on Funding Sources, COS, Congressional Funds, etc.