

ETE 7460

Finance and Grant Writing



Summer 2008
3 semester credits

COURSE SYLLABUS

Instructor Dr. Edward M. Reeve, Professor
Department of Engineering and Technology Education (ETE)
Utah State University
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Class Schedule July 7 - August 1
Monday - Friday: 8:00 - 10:15 a.m.

Textbooks

Miner, L.E. & Miner, J.T. (2003). Proposal Planning & Writing. Greenwood Press. ISBN: 1-57356-498-2 (*Required*)

American Psychological Association (2001). Publication Manual of the American Psychological Association (APA). (Fifth Edition). (*Optional - Helpful Information can be found at <http://www.apa.org>*).

Course Overview

This is a graduate level course designed to introduce students to the basics associated with grant writing and educational finance. In this course students will learn the steps required to develop and write a proposal that seeks funding from an outside source. The course will also examine current practices and trends in school finance.

Writing proposals to win grant funding can be daunting, difficult, and time-consuming. The book used in this class is a clearly written publication that offers specific examples, models, and step-by-step instructions to guide you through the maze of grantseeking for all kinds of grants, from local and federal government programs, to grants from private foundations and corporations. In the book, particular attention is paid to using the computer and the Internet to help in applying for grants.

In the book, over 300 helpful Web sites are described, as are the use of search engines to develop better proposals. This guide assists grantseekers with: Developing ideas; Identifying and qualifying potential funding sources; Setting up systems and procedures to support grantseeking activities for the present and future; Developing the components of the proposal; Budget forecasting; Submission procedures; and Follow-up techniques.

Grant seeking is a multibillion-dollar-a-year business. If it were a single company, it would rank at the top of the *Fortune 500* list. The GRANTS database identifies approximately 10,000 public and private programs that disperse grant dollars. The ultimate goal and your final project for this course is in the development of a detailed proposal that could be submitted to an appropriate funding source

Course Objectives

At the completion of this course the student will be able to:

1. Describe the major activities involved in writing proposals to win grant funding.
2. Identify both private and public funding sources for grants and contracts.
3. Discuss how to write a private foundation or corporate proposal.
4. Describe the major steps required in the writing of a government proposal.
5. Use the appropriate skills necessary to organize and prepare competitive grant proposals.
6. Critically analyze proposals and assess their funding potential.
7. Discuss the basics associated with educational finance and developing a proposal budget.
8. Effectively use the Internet as a tool to assist in the grant seeking process.
9. Describe the purposes of a universities' sponsored program office (SPO).
10. Discuss issues related to ethical principles and guidelines for the protection of human subjects of research.

Course Requirements

1. Participate in class discussions.
2. Complete assigned student activities.
3. Develop a proposal that seeks funding.
4. Complete one final exam.

Major Course Project

Each student will be required to write a full proposal for funding. All proposals will vary depending on the funding source. Typical elements included in a proposal include:

- Cover letter
- Abstract or Project Summary
- Project Description
- Plan of Work
- Need or Problem
- Goals, Objectives, and Outcomes.
- Methods
- Evaluation and Dissemination
- Budget
- Appendixes (e.g., biosketch, letters of support, related materials, etc.)

Helpful Internet Sites:

- <http://www.guidestar.org/news/features/grantadvice.jsp>
- <http://712educators.about.com/od/grantwriting/>
- http://www.schoolgrants.org/grant_tips.htm
- http://www.educationworld.com/a_curr/profdev/profdev039.shtml
- <http://eduscapes.com/tap/topic94.htm>
- <http://www.usd259.com/grants/writing.html>
- <http://www.lib.msu.edu/harris23/grants/4edfrais.htm>
- <http://www.learnerassociates.net/proposal/>
- <http://www.library.ucsb.edu/subjects/guides/rfps.html>
- <http://www.proposalwriter.com/grants.html>
- <http://www.fundsnetsservices.com/grantwri.htm>
- <http://www.kn.pacbell.com/wired/grants/>
- <http://www.usatoday.com/educate/home.htm>
- <http://grants.library.wisc.edu/organizations/proposalwebsites.html>
- <http://www.nal.usda.gov/ric/ricpubs/fundguide.html>

Major Grant Funding Sources:

- <http://www.nsf.gov/>
- <http://www.gatesfoundation.org/default.htm>
- <http://www.grantsalert.com/index.cfm>
- <http://www.ed.gov/fund/landing.jhtml?src=rt>
- [http://www.schoolfundingcenter.info/\(yy5f0kzp2t55cj45mxb40tud\)/index.aspx](http://www.schoolfundingcenter.info/(yy5f0kzp2t55cj45mxb40tud)/index.aspx)

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COURSE OUTLINE

Summer 2008

Week 1 (July 7 -11)

- Chapters 1-4 (Part I)
- Chapter 17
- Student Activities

Week 2 (July 14-18)

- Chapter 5 (Part II)
- Chapters 6-9 (Part III)
- The Belmont Report
- Student Activities

Week 3 (July 21-25)

- Guest Speaker – USU Sponsored Programs Office
- Chapters 10-14 (Part III)
- Proposal Preparation: *Statement of the Problem, Goals, Objectives, and Outcomes*
- Student Activities
- HOLIDAY: July 24 – No Class

Week 4: (July 28 - August 1)

- Chapters 15-16 & 18 (Part IV)
- Grant Proposal Presentation
- Final Exam

NOTE: If a student has a disability that will likely require some accommodation by the instructor, the student must contact the instructor and document the disability through the Disability Resource Center, preferably during the first week of the course. Any requests for special considerations relating to attendance, pedagogy, taking of examinations, etc must be discussed with and approved by the instructor. In cooperation with the Disability Resource Center, course materials can be provided in alternative formats--large print, audio diskette or Braille.

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COURSE EVALUATION
Summer 2008

NAME: _____

Summer Phone #: _____

E-Mail _____

Student Activities:

Activity #1 (20 points)..... _____

Activity #2 (20 points)..... _____

Activity #3 (20 points)..... _____

Activity #4 (20 points)..... _____

Activity #5 (20 points)..... _____

Proposal (60 points)..... _____

Final Exam (40 points)..... _____

TOTAL (200 points) _____

Grading Scale

190 - 200	A	180 - 184	A-		
174 - 179	B+	166 - 173	B	160 - 165	B-
154 - 159	C+	146 - 153	C	140 - 145	C-
130 - 144	D+	120 - 129	D		