A. Mandatory Face Covering Policy

All students and instructional staff are required to wear facial coverings while they are on campus, inside buildings, and in classrooms. Students that fail to comply with the facial covering requirement will be asked to leave the class session. If students need masks, they may obtain them at the Central Library, the E.H. Hereford University Center’s front desk, or in their department. Students who refuse to wear a facial covering in class will be asked to leave the session by the instructor, and, if the student refuses to leave, they may be reported to UTA’s Office of Student Conduct.

B. Description of Course Content

The goal of SOCW 6393 is to clarify early investigators’ research and career goals and to learn the components of NIH or other grants. By the end of the semester the students will have developed and written a clear set of research specific aims and drafted significance approach, training sections, and biosketches. Assignments will include writing, reviewing, and completing activities towards the submission of a final grant application.

C. Student Learning Outcomes

Upon completion of this course, students will be able to:

1. Demonstrate knowledge of a wide array of federal and foundation grant sources;
2. Interpret grant program announcements;
3. Plan grant writing strategies;
4. Match intellectual interests with appropriate sponsor research areas;
5. Demonstrate an understanding of key elements in research design and methods that are sought by sponsors;
6. Develop and justify grant

**D. Required Textbooks and Other Course Materials**


I think that this book will be a good resource for you as you move through the program and into your careers. You may be able to use an earlier copy, but changes occur annually and some of the content may be out of date.

**E. Additional Recommended Textbooks and Other Course Materials**

Other materials as assigned on Canvas.

**F. Descriptions of Major Assignments and Examinations**

**Assignment 1 (2 points):**
- Identify a Request for Proposals (RFP) from NIH, write your “Irresistible Research Idea” (1-2 paragraphs), and submit this paper along with the link for the RFP that you have identified.

**Assignment 2 (3 points)**
- Submit a bulleted outline of the specific aims section. Use the instructions in Chapter 7 of your textbook.

**Assignment 3 (10 points)**
- Submit a draft of the Specific Aims section using the instructions from Chapter 8 in the textbook. This draft should build off of the bulleted list that you created in Assignment 2 and the feedback that you received on that assignment.

**Assignment 4 (15 points):**
- Submit a draft of the Significance and Innovation sections based upon the literature review discussed in Chapter 9 and the strategy discussed in Chapter 10 of the textbook.

**Assignment 5 (15 points):**
- Submit a draft of your Approach section based upon Chapter 11 of the textbook. This section can be fairly "drafty" since methods can be complicated, but please make an attempt at creating a rigorous evaluation of your proposed project.

**Assignment 6 (5 points):**
- Submit your Biosketch in NIH format based on Chapter 12 of the textbook.

**Assignment 7 (5 points):**
- Submit a draft of your Budget based upon Chapters 13 and 14 of the textbook. You won't complete the entire budget - just an overview. Please follow the guidelines and example posted on Canvas.

**Assignment 8 (5 points)**
• Submit your project Title, Abstract, and Narrative based upon Chapters 18 and 19 of the textbook.

**Assignment 9 (15 points)**

• Prepare a 15 minute, 10 slide presentation on your proposal. You will present this to the class and address questions and comments. Please be prepared for critical feedback - it might hurt, but it will make you stronger!

**Assignment 10 (25 Points)**

• Submit your entire Grant Application. This should consist of the revised drafts of the materials that you submitted over the course of the semester. Formatting instructions will be posted on Canvas and should be followed to the letter. This is your final project, so give it your best effort!

**G. Attendance**

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or engagement online via Canvas. This data is reported to the Department of Education for federal financial aid recipients.

Information specific to modality and meeting times for this course are provided in the section below.

**The format for this class is synchronous, online. We will meet each week "live" during the scheduled class day and time.**

Class participation is an essential part of the doctoral education and students are expected to attend each class session. Please notify the instructor if you are unable to attend class. Please note that excessive absences (more than two) will result in a failing grade. I strongly suggest that you do not miss any classes.

**H. Grading**

Total for Assignments = 100 Points

A = 90-100 Points
B = 80-89 Points
C = 70-79 Points
F = Below 70 Points

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels; see “Student Support Services,” below.
I. Make-Up Exams

There are no exams in this class.

Late assignments will be penalized a full grade for each day that they are late. All assignments are due prior to the start of class.

J. Course Schedule

<table>
<thead>
<tr>
<th>Module</th>
<th>Class Content</th>
<th>Readings</th>
<th>Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introductions &amp; Overview of Course and Syllabus</td>
<td>No readings in preparation for Week 1.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Grant Mechanisms &amp; Processes</td>
<td>Chapters 1,2 and 3 of Textbook</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Grant Writing</td>
<td>Chapter 4 of the Textbook.</td>
<td>Assignment 1</td>
</tr>
<tr>
<td>4</td>
<td>Specific Aims</td>
<td>Chapters 7 and 8 of the Textbook.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Specific Aims</td>
<td>Chapters 7 and 8 of the Textbook.</td>
<td>Assignment 2</td>
</tr>
<tr>
<td>6</td>
<td>Literature Review</td>
<td>Chapter 9 of the Textbook.</td>
<td>Assignment 3</td>
</tr>
<tr>
<td>7</td>
<td>Significance</td>
<td>Chapter 10 of the Textbook.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Innovation</td>
<td>Chapter 10 of the Textbook.</td>
<td>Assignment 4</td>
</tr>
<tr>
<td>9</td>
<td>Approach</td>
<td>Chapter 11 of the Textbook.</td>
<td>Assignment 5</td>
</tr>
<tr>
<td>10</td>
<td>Biosketch</td>
<td>Chapter 12 of the Textbook.</td>
<td>Assignment 6</td>
</tr>
<tr>
<td>11</td>
<td>Budget</td>
<td>Chapters 13 &amp; 14 of the Textbook.</td>
<td>Assignment 7</td>
</tr>
<tr>
<td>12</td>
<td>Review Processes &amp; Resubmission</td>
<td>Assigned on Canvas.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Presentations</td>
<td>No readings.</td>
<td>Assignments 8 &amp; 9</td>
</tr>
<tr>
<td>14</td>
<td>Presentations</td>
<td>No readings.</td>
<td>Assignments 9 &amp; 10</td>
</tr>
</tbody>
</table>

As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course.

K. Expectations for Out-of-Class Study

Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional three hours (for each hour of class or lecture per week) of their own time in course-related activities, including reading required materials, completing assignments, preparing for assignments and exams, and reviewing online content, etc.

L. Grade Grievances


M. Student Support Services

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the
reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at http://www.uta.edu/universitycollege/resources/index.php.

The IDEAS Center (2nd Floor of Central Library) offers free tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

The UT Arlington School of Social Work community is committed to and cares about all of our students. If you or someone you know feels overwhelmed, hopeless, depressed, and/or is thinking about dying by suicide or harming oneself or someone else, supportive services are available. For immediate, 24-hour help call MAVS Talk at 817-272-TALK (817-272-8255). For campus resources, contact Counseling and Psychological Services (817-272-3671 or visit http://www.uta.edu/caps/index.php) or UT Arlington Psychiatric Services (817-272-2771 or visit https://www.uta.edu/caps/services/psychiatric.php) for more information or to schedule an appointment. You can be seen by a counselor on a walk-in basis every day, Monday through Friday, from 8:00 AM to 5:00 PM in Ransom Hall, Suite 303. Getting help is a smart and courageous thing to do - for yourself and for those who care about you.

N. Librarian to Contact

The Social Sciences/Social Work Resource Librarian is Brooke Troutman. Her office is in the campus Central Library. She may also be contacted via E-mail: brooke.troutman@uta.edu or by phone: (817)272-5352 below are some commonly used resources needed by students in online or technology supported courses:

http://www.uta.edu/library/services/distance.php

The following is a list, with links, of commonly used library resources:
Library Home Page...................... http://www.uta.edu/library
Subject Guides......................... http://libguides.uta.edu
Subject Librarians....................... http://library.uta.edu/subject-librarians
Course Reserves......................... http://pulse.uta.edu/vwebv/enterCourseReserve.do
Library Tutorials ....................... http://library.uta.edu/how-to
Connecting from Off-Campus....... http://libguides.uta.edu/offcampus
Ask a Librarian......................... http://ask.uta.edu

O. Drop Policy

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student’s responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (http://wweb.uta.edu/aao/fao/).

P. Disability Accommodations

UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of
conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

**Counseling and Psychological Services, (CAPS)** [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Q. Non-Discrimination Policy**

*The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.*

**R. Title IX Policy**

The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Michelle Willbanks, Title IX Coordinator at (817) 272-4585 or titleix@uta.edu*

**S. Academic Integrity**

Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

> I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

> I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents' Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University. Additional information is available at [https://www.uta.edu/conduct/](https://www.uta.edu/conduct/). Faculty are encouraged to discuss plagiarism and share the following library tutorials [http://libguides.uta.edu/copyright/plagiarism](http://libguides.uta.edu/copyright/plagiarism) and [http://library.uta.edu/plagiarism](http://library.uta.edu/plagiarism).

**T. Electronic Communication**

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at
The Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit [http://www.uta.edu/news/info/campus-carry/](http://www.uta.edu/news/info/campus-carry/).

V. Student Feedback Survey

At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit [http://www.uta.edu/sfs](http://www.uta.edu/sfs).

W. Final Review Week

For semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.