



THE FLORIDA STATE UNIVERSITY
COLLEGE OF COMMUNICATION & INFORMATION
School of Library & Information Studies

LIS5426 – GRANT WRITING, EVALUATION & ADMINISTRATION

SECTION(S)

TERM 20XX, COURSE MEETING DAY/TIME, COURSE MEETING LOCATION

MODE OF INSTRUCTION: Online

Instructor:

Email:

Office:

Phone:

Course Location/Website:

Office Hours (in office, online or via phone):

Teaching Assistant:

Email:

COURSE DESCRIPTION:

Students will design, develop and demonstrate the core individual and collaborative skills in planning, constructing, analyzing, administering and evaluating grant projects in an information organization.

COURSE OBJECTIVES:

At the end of the course, the student will be able to:

1. Enumerate the key historical foundations of grant writing in the United States
2. Differentiate between core elements of current grant processes in the public and private sector
3. Demonstrate proficiency in writing, evaluating and administering grants
4. Apply critical thinking in the planning, development, and revision stages of grant writing
5. Collaborate in project based environments both independently and as a team
6. Weigh, evaluate, and effectively judge the quality of grant applications and programs

COURSE MATERIALS:

Required Textbook/Readings:

- Hall, J. L. (2010). *Grant management; Funding for Profit and Nonprofit programs*. Sudbury, MA: Jones and Bartlett Publishers. ISBN: 978-0-7637-5527-0
- Readings as assigned and posted to the course website.

COURSE ASSIGNMENTS AND EVALUATION:

Personal Biography: Target your personal biography to include any experience you have in grant writing, evaluation, and administration.

Exploring Grant Resources: Explore different types of grant funding organizations to discover from the perspective of identifying some organizations that may potentially fund your grant proposal.

Guest Speakers Discussions: Create a thread that focuses on as aspect of the guest speaker's talk that you found interesting, taught you something you didn't know going into the talk, created an "aha" moment in your thinking, or is an aspect that you would have liked the guest speaker to cover in greater detail. Then you must thoughtfully comment on a minimum of one other thread.

Grant Proposal Project: This assignment concludes the grant writing process. The final product of your grant writing process should take into account all feedback received during the development of your grant proposal. Grants should be compelling and direct in nature. There should be high levels of jargon free detail, logical progressions of information, data to support your grant proposal, and a persuasive need/program/budget/evaluation.

Peer Group Feedback on Grant Proposal Project: This assignment develops the grant preparation colleague. Grant writers commonly work in teams or circulate their rough drafts of their grants among colleagues to receive early input and suggestions on areas to be strengthened. Peer Group Feedback is provided on planning the grant, evaluations and outcomes, and financial management.

Grant Proposal Presentation: The Grant Proposal Presentation is an opportunity to "sell" the project. Treat this opportunity as an effort to express the proposal to a potential community partner. The presentation should cover: brief introduction to the organization, understanding the need/problem, the group's grant based solution (proposal), key benefits of the proposal, an explanation of how the proposal is a good fit for the organization, and a brief description of the evaluation plan.

Grant Evaluation: This assignment embraces the role of the grant evaluator. Each person in the class will individually evaluate and score one group's grant proposal using a rubric and scoring/comment sheet. On the scoring/comment sheet, remember to include accompanying comments detailing the rationale behind the scoring.

GRADE CALCULATION:

Personal Biography	50 points
Exploring Grant Resources	100 points
Guest Speaker Discussions (25 points each)	150 points
Grant Proposal Project	250 points
Peer Group Feedback Planning	100 points
Peer Group Feedback Evaluation/Outcomes	100 points
Peer Group Feedback Financial Management	100 points
Grant Proposal Presentation	50 points
Grant Evaluation	100 points

SLIS POINT BASED GRADING SCALE:

A	930 - 1000	C-	700 – 729
A-	900 – 929	D+	670 – 699
B+	870 – 899	D	630 – 669
B	830 – 869	D-	600 – 629
B-	800 – 829	F	0 – 599
C+	770 – 799		
C	730 – 769		

COURSE SCHEDULE:

WEEK	TOPICS TO BE COVERED
1	Introduction, Course overview, Syllabus, and Expectations
2	Overview of Grant Development Process
3	Grants Resources
4	Selecting a Topic and Locating a Funding Source
5	Grant Proposal: Planning
6	Grant Proposal: Planning Peer Feedback
7	Grant Proposal: Evaluation and Outcomes Pt.1
8	Grant Proposal: Evaluation and Outcomes Pt.2
9	Grant Proposal: Evaluation and Outcomes Peer Feedback
10	Grant Proposal: Budgeting Process
11	Grant Proposal: Budgeting Process Peer Feedback
12	Grant Proposal: Submitting the Grant
13	Grant Administration
14	Grant Evaluation & Analysis
15	Grant Proposal Presentations

COPYRIGHT STATEMENT:

Some of the materials in this course are possibly copyrighted. They are intended for use only by students registered and enrolled in this course and only for instructional activities associated with, and for the duration of, the course. They may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the *Technology, Education, And Copyright Harmonization* (TEACH) Act (refer to the 3/7/2001 TEACH Act at www.copyright.gov/legislation/archive/).

SEXUAL HARRASSMENT POLICY:

It is the policy of the University that its employees and students neither commit nor condone sexual harassment in any form. http://registrar.fsu.edu/bulletin/grad/info/university_notices.htm

SCHOOL OF INFORMATION HARDWARE AND SOFTWARE REQUIREMENTS:

A list of all hardware and software requirements for students participating in the School of Information courses can be found at the following location:

<http://ischool.cci.fsu.edu/academics/online/requirements/>

STUDENT ELIGIBILITY FOR AN INCOMPLETE GRADE:

Incomplete (“I”) grades will not be assigned, except in the case of exceptional unforeseen circumstances that occur within the last three weeks of the semester and your work has otherwise been satisfactory (C average).

University Attendance Policy:

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

Academic Honor Policy:

The Florida State University Academic Honor Policy outlines the University’s expectations for the integrity of students’ academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to “. . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University.” (Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/Academics/Academic-Honor-Policy>.)

Americans With Disabilities Act:

Students with disabilities needing academic accommodation should:

- (1) register with and provide documentation to the Student Disability Resource Center; and
- (2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class.

This syllabus and other class materials are available in alternative format upon request.

For more information about services available to FSU students with disabilities, contact the:

Student Disability Resource Center
874 Traditions Way
108 Student Services Building
Florida State University
Tallahassee, FL 32306-4167
(850) 644-9566 (voice)
(850) 644-8504 (TDD)
sdrc@admin.fsu.edu
<http://www.disabilitycenter.fsu.edu/>

Free Tutoring from FSU

On-campus tutoring and writing assistance is available for many courses at Florida State University. For more information, visit the Academic Center for Excellence (ACE) Tutoring Services’

comprehensive list of on-campus tutoring options - see <http://ace.fsu.edu/tutoring> or contact tutor@fsu.edu. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

Syllabus Change Policy

"Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice."