LIS5426 – Grant Writing, Evaluation & Administration – 3 credits

Section(s)
TERM 20XX, COURSE MEETING DAY/TIME, COURSE MEETING LOCATION
Mode of Instruction: online

Students all meet with instructor for class weekly, synchronously, using a multi-media conferencing system such as Collaborate, at a specific class time indicated in the University's course schedule for each semester. Additional asynchronous interactions among students and with instructor will be required, as indicated below in course evaluation and assessments, to complete the course.

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.

This course has no prerequisites; however it builds upon management outcomes presented in LIS 5408 Management of Information Organizations, and it is highly recommended that students take LIS 5408 prior to taking this course. This course expects the student to both analyze and synthesize information and demonstrate application of the learning concepts. The course will benefit the student through the acquisition of practical, theoretical, and scholarly knowledge.

COURSE OBJECTIVES:

At the end of the course, the student will be able to:
- Enumerate the key historical foundations of grant writing in the United States
- Differentiate between core elements of current grant processes in the public and private sector
- Demonstrate proficiency in writing, evaluating and administering grants
- Apply critical thinking in the planning, development, and revision stages of grant writing
- Collaborate in project based environments both independently and as a team
- 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:
- Assignment 1: Personal Bio Blog
- Assignment 2: (3) Guest Speakers Discussion Boards
- Assignment 3: (3) Grant Section Drafts with Peer Feedback
- Assignment 4: Grant Project
- Assignment 5: Grant Presentation
- Assignment 6: Peer Grant Evaluation
- Assignment 7: Discussion Board: The Course Experience

GRADE CALCULATION:

Assignment	Points
Assignment 1	50
Assignment 2	150
Assignment 3	300
Assignment 4	250
Assignment 5	50
Assignment 6	150
Assignment 7	50
Total Points	1000

GRADING SCALE:

Grade	Range		Grade	Range
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, Planning, and Introduction to LSTA/General Grants & Grant Sources
3	Determining and Developing your Grant Topic
4	Teamwork, Team-based Grant Development and Feedback Models
5	Planning – Locating a Funding Source – Formal/Informal Information Gathering
6	Grant Cycles 1: Introduction to Outcomes and Evaluation
7	Grant Cycles 2: Introduction to Outcomes and Evaluation cont.
8	Introduction to Private, Foundation, and Federal Grant Resources
9	Introduction to Financial Management
10	Introduction to Matching Funds and Partnerships
11	Grant Proposal Processes – Examples of Successful LSTA and other grants
12	Key Aspects and Refinement of Vision, Mission, and Budget
13	Grant Presentation Skills
14	Grant Evaluation & Analysis
15	Team-based Feedback

SCHOOL OR DISCIPLINARY POLICIES:

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 Harassment 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/graduate/information/university_notices/

iSchool Hardware and Software Requirements

A list of all hardware and software requirements for students participating in the School of Information (iSchool) 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/academic-resources/academic-integrity-and-grievances/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.

Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from the Student Disability Resource Center has been provided.

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/

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.