

NEW YORK UNIVERSITY
THE STEINHARDT SCHOOL OF CULTURE, EDUCATION AND HUMAN DEVELOPMENT
DEPARTMENT OF NUTRITION, FOOD STUDIES AND PUBLIC HEALTH

**E33.2319 (01) WRITING GRANTS AND FUNDING PROPOSALS
SPRING 2008
THURSDAYS 4:55-6:35**

Professor: Dr. Beth Dixon
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Office Hours by Appointment

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COURSE DESCRIPTION AND OBJECTIVES

30 hours: 3 points.

Prerequisite: Completion of a graduate level Research Methods class, proficiency in professional writing

Description

This is a “hands-on” collaborative grant writing course because rarely is a grant proposal designed and written by a single individual. Students are required to select a community-based organization (CBO), develop a public health study or intervention that would meet the needs of the CBO, and select an agency that may be interested in funding the study or intervention. Students will write a Letter of Intent and a full-blown grant proposal to seek funding.

Objectives

1. Learn about different opportunities for grant funding
2. Learn about different components of a grant proposal
3. Experience the process of writing a grant proposal
4. Understand the criteria used to evaluate grant proposals for funding

REQUIRED READINGS

Karsh, Ellen & Arlen Sue Fox. *The Only Grant Writing Book You'll Ever Need*. New York, NY: Carroll & Graf Publishers, 2003.

Carlson, Mim. *Winning Grants: Step by Step*, 2nd Edition. San Francisco, CA: Jossey-Bass, 2002.

Additional course readings will be posted on Blackboard or on reserve at Bobst.

DEPARTMENT POLICIES AND EXPECTATIONS FOR STUDENT PERFORMANCE

Graduates of the department receive degrees as nutrition, food and public health professionals, and professional behavior constitutes a key component of our academic programs. The department expects all students – at any level and in any program – to:

- Attend classes.
- Come to class on time.
- Complete reading assignments on schedule.
- Complete all course assignments on time.
- Write assignments using correct format, grammar, spelling, and reference style.
- **Turn in work that meets ethical standards and is not plagiarized.**
- Take responsibility for obtaining and making up missed work.
- Finish all course work by the end of the semester.
- Inform instructors *in advance* if classes need to be missed.
- Provide documentation to support reasons for missing assignments.

Ethics: “The department believes that maintenance of high ethical standards is an important aspect of professional training. We consider plagiarism, the presentation of someone else’s written or visual work as though it were your own, to be a serious form of academic misconduct that can result in a failing grade or dismissal from the University. Students are responsible for knowing the rules and how to follow them (see any standard guide to writing term papers).”

Grading: Takes the above standards into consideration and applies penalties for failure to meet them. Instructors are *not required* to read or give a passing grade to work that is late, incomplete, or inadequately prepared.

Incomplete grades: The department does not permit instructors to give incomplete grades except in *documented* situations of dire emergency. In such circumstances, the department requires instructors to obtain and prepare an Incomplete Grade contract form and to have it signed by the program director and the department chair.

ASSIGNMENTS

Note: The CBO Summary, LOI, Worksheets, and Grant Proposal will be completed by groups of 2-4 students. The peer review assignments will be completed individually.

I. CBO Summary

Select a CBO for which you would like to write a grant proposal. Determine the needs of the CBO. Determine an appropriate public health study or intervention that would benefit the CBO. Identify an agency (foundation, government agency, health organization) that may be interested in funding this public health study or intervention.

Write a 2-page summary that describes the needs of the CBO, the public health study or intervention, and the target agency identified to fund your proposal.

II. Letter of Intent (LOI)

Write a Letter of Intent (about 2 pages) for your proposal. Follow the model provided in the workbook by Mim Carlson (p16).

III. Peer review of Letter of Intent

Participate in peer review of all LOI. Write a 1-page review of the specific LOI assigned to you.

IV: Worksheets

Complete selected worksheets provided in the workbook by Mim Carlson.

V. Grant Proposal

Write a full-blown grant proposal (usually about 20 pages total) to the funding agency. Be sure to include:

1. Abstract (1 page)
2. Specific aims (1 page)
3. Background and rationale for study (5 pages)
4. Study design and methodology (5 pages)
5. Timeline (1/2 page)
6. Plan for evaluation of study (3 pages)
7. Human Subjects (1/2 page)
8. Budget and budget justification
9. Team of investigators and their resumes (or biosketches)

VII. Peer review of Grant Proposal

Participate in peer review of all grant proposals. Write a 2-page review of the grant proposal assigned to you.

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GRADING FOR E33.2319 (01) *

CBO Summary	10%
Letter of Intent	10%
Peer review write-up of Letter of Intent	10%
Selected Carlson Worksheets	10%
Grant proposal	45%
Peer review write-up for Grant Proposal	15%

* Percentages are approximate and may change as the semester progresses.