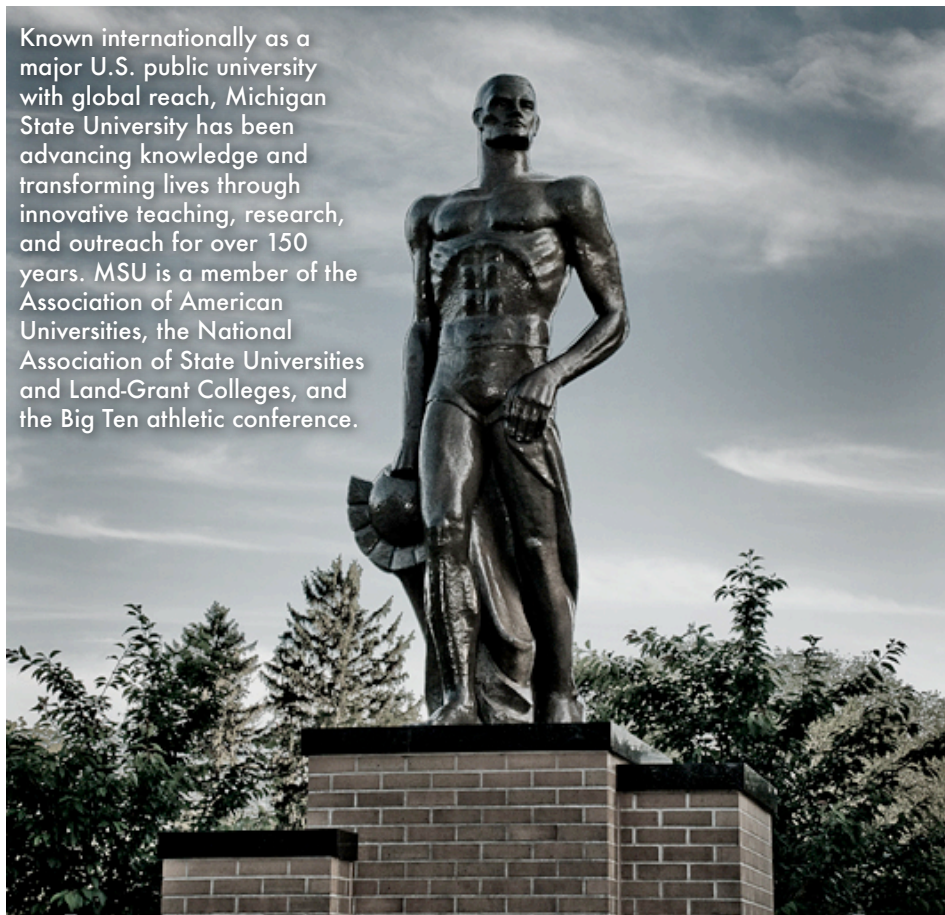


WRA 453

DEAN
REHBERGER

Known internationally as a major U.S. public university with global reach, Michigan State University has been advancing knowledge and transforming lives through innovative teaching, research, and outreach for over 150 years. MSU is a member of the Association of American Universities, the National Association of State Universities and Land-Grant Colleges, and the Big Ten athletic conference.



Grant & Proposal Writing Course Syllabus

Catalog Description

Researching and writing grants and proposals for corporations, nonprofit organizations, businesses, and government agencies.

Course Goals:

1. To learn about the processes and practices that lead to successful grant and proposal writing.
2. To explore the range of activities associated with the act of proposing, paying careful attention to how these activities are coordinated.

3. To understand the generic structure of proposals themselves and how this structure varies according to the institutional, social, and cultural settings in which a proposal develops.

4. To foster reflective practices, laying a foundation for proposal writing success in the future in which grant proposals develop.

Course Text:

Winning Grants: Step by Step, Third Edition, by **Mim Carlson and Tori O'Neal-McElrath**.

Request for Proposal (RFP): An open invitation to submit a funding request for consideration.

Syllabus Contents:

Course Overview Schedule	2
Course Instructors	3
Course Policies	4-6
Contact Technologies	6
Contact Information	6

<http://wra453.matrix.msu.edu>

Instructor: Dean Rehberger

Fall Session: August 31 - December 9, 2011

Virtual Office Hours (Skype and AIM)

Dean Rehberger: Tuesdays & Thursdays 1:00pm - 3:30pm



2011

WRA 453: Grant and Proposal Writing Overview							
Fall Session 2011: August 31 - December 9, 2011							
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 Sept	29	30	31	1	2 Activity 1	3	4
2	5	6	7 Activity 2	8	9 Activity 3	10	11
3	12	13	14 Activity 4	15	16 Activity 5	17	18
4	19	20	21 Activity 6	22	23 Activity 7	24	25
5 Oct	26	27	28 Activity 8	29	30 Activity 9	1	2
6	3	4	5 Activity 10	6	7 Activity 11	8	9
7	10	11	12 Activity 12	13	14 Activity 13	15	16
8	17	18	19 Activity 14	20	21 Activity 15	22	23
9	24	25	26 Activity 16	27	28 Draft 1	29	30
10 Nov	31	1	2 Activity 17	3	4	5	6
11	7 Proposal I	8	9 Activity 18	10	11 Activity 19	12	13
12	14	15	16 Activity 20	17	18 Activity 21	19	20
13	21	22	23	24	25	26	27
14 Dec	28	29	30	1	2	3	4
15	5	6	7	8	9	10	11
FE	12	13	14 Proposal II	15	16	17	18
Key	Modules			Do		Read	
	Module 1: Web Orientation			Activities 1			
	Module 2: Grant Writing 101			Activities 2 & 3		Intro & Step 1	
	Module 3: Being a Grant Researcher			Activities 4 & 5		Step 2	
	Module 4: Understanding Data and Needs			Activities 6 & 7		Step 3	
	Module 5: Goals and Objectives and Logic			Activities 8 & 9		Step 4	
	Module 6: Methods and Project Planning			Activities 10 & 11		Step 5	
	Module 7: Evaluation and Sustainability			Activities 12 & 13		Step 6 & 7	
	Module 8: All about the Money			Activities 14 & 15		Step 8	
	Module 9: Finishing			Activities 16		Step 9, 10, 11	
	October 28, 2011 Grant Proposal Draft I Due (midnight)						
	Module 10: Learning from Review (collaborative)			Activities 17		Grants	
	November 7, 2011 Grant Proposal I Due (midnight)						
	Module 11: Sustaining Relationships			Activities 18 & 19		Step 12	
	Module 12: Doing It Again			Activities 20 & 21			
	December 14, 2011 -- Grant Proposal II Due (midnight)						



Course Instructor

You are encouraged to contact your instructor as often as needed. An online course offers a very different environment from the typical professional writing course in which amiable camaraderie and group work are normal. You can easily feel isolated and alone, but like a good grant writer, you need to be active/proactive and contact your instructor and fellow students regularly.

Office: 409 Natural Science Building East Lansing MI 48824-1120	Telephone: Direct: 517.353.4969 Main: 517.355.9300	Email: rehberge@msu.edu aim: deanreh Skype: deanreh
--	---	--

Dean Rehberger

Dean Rehberger is the Director of MATRIX: the Center for Humane Art, Letters, and Social Science Online and also Associate Professor of Writing, Rhetoric and American Cultures. His primary areas of research include: information design and architecture; digital libraries, museums and archives; Internet technologies in the classroom; and hybrid learning environments. He recently coedited the book, *Virtual Decisions: Digital Simulations for Teaching Reasoning in the Social Science and Humanities*. An expert in user experience design, Dean oversees MATRIX's multi-partner, multi-site projects in digital libraries, humanities and social science computing. He has helped to bring in over \$16 million in grants for the digital humanities. He is a seasoned leader in implementing major humanities technology projects that involve collaboration among multiple institutions, both in the U.S. and internationally. Dean is faculty advisor to the MSU Usability and Accessibility Center and teaches humanities computing, and rhetorical theory and history. Dean was recently awarded a Digging into Data Challenge Competition (www.diggingintodata.org), funded by NSF, NEH, JISC, SSHRC, and consists of an international, multidisciplinary team of researchers from the University of Illinois, National Center for Supercomputing Applications, Michigan State University, and the University of Sheffield. **See page 6 for full contact information.**

WRA453: Schedule Outline

Module 1: Web Orientation

Activity 1: Introductions

Module 2: Grant Writing 101

Read: *Winning Grants* Intro & Step 1

Activity 2: Research, Part I

Activity 3: Idea Proposal

Module 3: Being a Grant Researcher

Read: *Winning Grants* Step 2

Activity 4: Research, Part II

Activity 5: Grant Program Analysis

Module 4: Understanding Data and Needs

Read: *Winning Grants* Step 3

Activity 6: Data Analysis

Activity 7: Needs Statement

Module 5: Goals and Objectives and Logic

Read: *Winning Grants* Step 4

Activity 8: Logic Model

Activity 9: Goals & Objectives

Module 6: Methods and Project Planning

Read: *Winning Grants* Step 5

Activity 10: Ethos Exercise

Activity 11: Methods

WRA453: Schedule Outline

Module 7: Evaluation and Sustainability

Read: *Winning Grants* 6 & 7

Activity 12: Evaluation

Activity 13: Sustainability

Module 8: All about the Money

Read: *Winning Grants* Step 8

Activity 14: Budget Research

Activity 15: Budget

Module 9: Finishing

Read: *Winning Grants* Step 9, 10, 11

Activity 16: Cover Letter

Module 10: Learning from Review (collaborative module)

Activity 17: Review

Module 11: Sustaining Relationships

Read: *Winning Grants* Step 12

Activity 18: Reflection 2

Activity 19: Project Ideas

Module 12: Doing it Again

Activity 20: Research Grants

Activity 21: Schedule

Grant Proposals

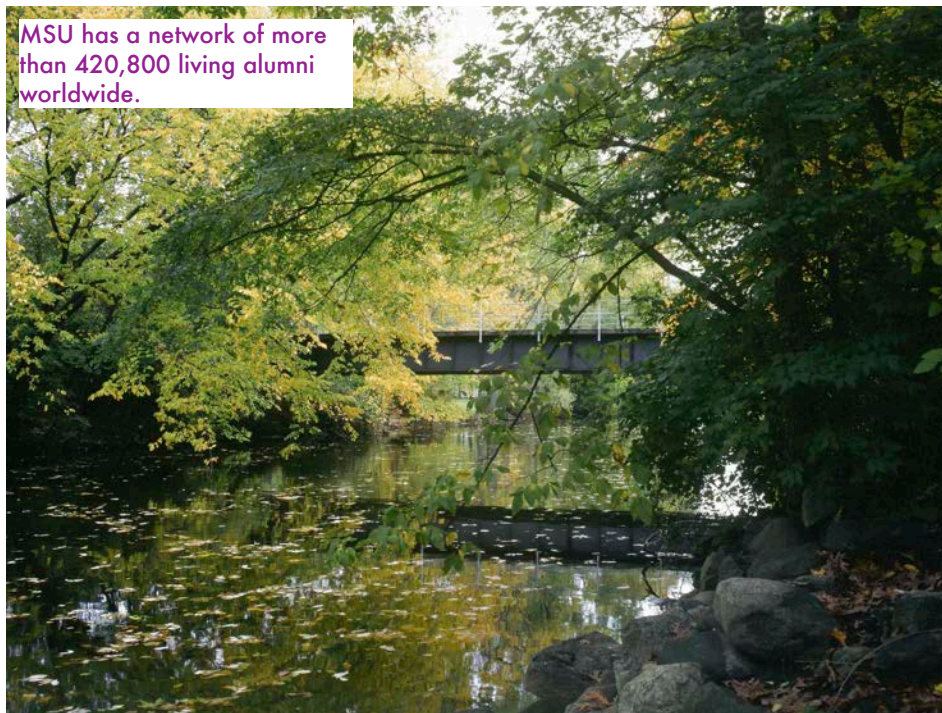
We will be doing two grant proposals during the session.

For Grant Proposal 1, we will all be working from a common outline. While the proposal can focus on your research, it will be a community-based grant, completed from the perspective of a non-profit organization.

This allows us to focus on the basics of grant writing. Many of the fundamental concepts of writing a community grant overlap with writing a research grant. However, there are important differences that will constantly note as we move through the first grant proposal.

Grant Proposal 2 will allow you to write a grant of your choice. It can either be a second community-based grant, a research grant, or perhaps even a personal application. More later on GP2.

MSU has a network of more than 420,800 living alumni worldwide.



Participation Policy

For the most part, the course is designed for you to take at your own pace. You may at any point complete modules and assignments before specified due dates. However, while you may complete work ahead of schedule, do not expect evaluation of your work to be completed early.

Also, at particular points during the course, you will be expected to work with others in the class collaboratively.

Collaborative activities will be highlighted in the schedule, so check these carefully to make sure you can be online at appropriate times.

You will find that the collaborative activities will not place many time constraints upon you since the activities will be asynchronous (everyone does not need to be online at the same time).

While the course is self-paced, **meeting deadlines will an important part of the course.** So do not let yourself get behind. Keep your instructor informed of any problems and never be afraid to ask for help.

You will be responsible for contacting your instructor several times during the session. You should get a response within 24 hours to any email or message. However, emails can get filtered to junk mail, calls can go astray, and IMs can be missed, so do not hesitate to try again (multiple contacts will never be considered a bother).

Participation and meeting deadlines will be a consideration in your final grade.

Academic Integrity

The MSU Student Handbook defines various forms of academic dishonesty and procedures for responding to them. You are responsible for familiarizing yourself with these policies. See <http://www.vps.msu.edu/Splife/rule32.htm>

Student-teacher relationships are built on trust. You should assume that we have made good decisions about the content and structure of the course; we will assume that the assignments you hand in are yours (that you are the one who produced them); and so on. Acts that violate this trust undermine the educational process.

However, Grant Writing is an activity that relies heavily on both collaboration and "borrowed" text. It would be unrealistic of us to assume that you will work in total isolation; that's not the way that the best jobs are done. So, bounce ideas off each other, offer each other suggestions on how to improve assignments, etc. By working with each other, you can increase your learning and understanding.

Likewise, grant writing can be a very different kind of "writing." Only on rare occasions will a grant writer be responsible for "inventing" from scratch all of the text of a grant. More usual, a grant writer is a collector of text "chunks" and is responsible for weaving the chunks together. That is to say, we expect that there will be parts of your work that will not be your original work. You will find out more about this as we journey through the session.

Helpful Hints:

National or international corporations in your community may have a local giving process. Corporations, banks, utility companies, large manufacturers, large development companies, and national chain stores do not feature their giving policies on the opening home page. You will have to be creative in your search of the site:

- Look for the web "Site Map" or corporate information; click on it.
- Look for the "FAQs"; click on it.
- Look for the "About Us"; click on it.
- Search for words such as or similar to "community", "foundation", "charity" or "corporate giving" to lead you to potential funding.
- You may have to look under the "History" section for clues to giving policies.
- You may have to look at the "Corporate Structure" or "Corporate Officers" sections for links to giving.
- You may have to look under "Press releases" or "Press coverage" or "Award" to find what you are looking for.

From <http://www.idealists.org>

BILL & MELINDA
GATES foundation



The Andrew W. Mellon Foundation

Grant Resources

A few of the resources you can find on campus.

MSU Grants Blog

A collection of news items about grants, scholarships, proposal writing, and other topics compiled by Jon Harrison, Funding Center Supervisor, MSU Libraries. For more information, visit the Grants and Related Resources web page or contact Jon Harrison at harris23@mail.lib.msu.edu

<http://blogpublic.lib.msu.edu/>

Grants for Non-Profits

This compilation focuses primarily on grants or funding sources for nonprofit organizations. A few categories (marked with an asterisk) are also of interest to individuals. If you are interested in academic support or financial aid, you should also take a look at Grants for Individuals.

<http://staff.lib.msu.edu/harris23/grants/2sgalpha.htm>

Contracts & Grants Administration
MSU main office for helping faculty and students with grant applications and administration.

<http://www.cga.msu.edu/>

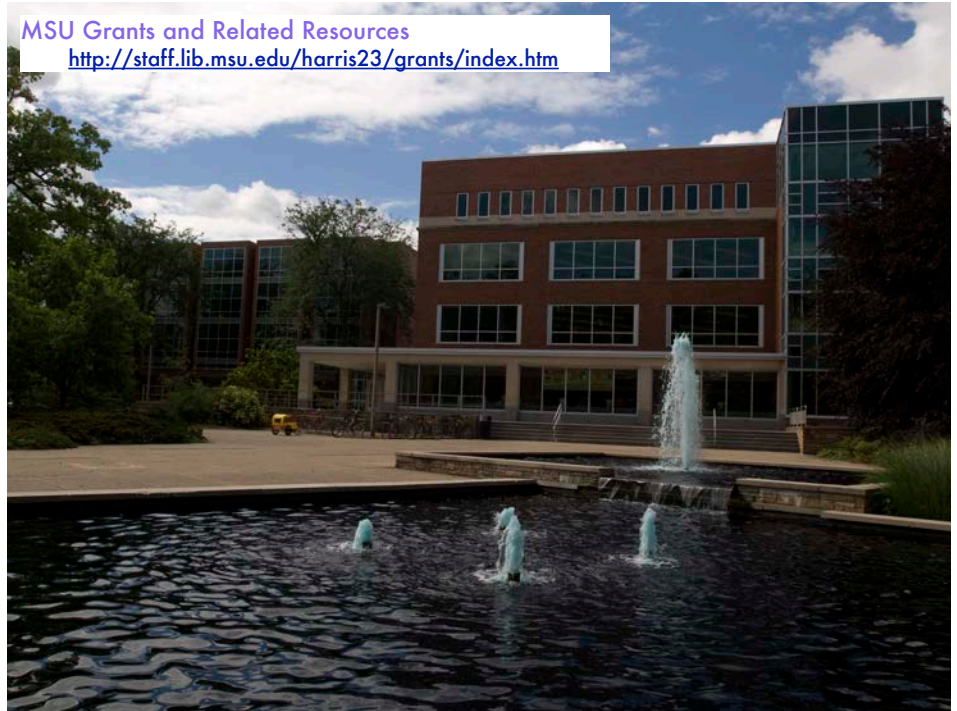
The Funding Center MSU

The Funding Center contains all the tools you need to identify these funders, including private foundations, corporate foundations, community foundations, corporations, government agencies, associations, and individuals.

<http://staff.lib.msu.edu/harris23/grants/Ofdncoll.htm>

MSU Grants and Related Resources

<http://staff.lib.msu.edu/harris23/grants/index.htm>



Assignment Policies

Grant writing is a rough and tumble world that is rarely forgiving. Strict deadlines are set and unyielding demands for the proper elements and format of a proposal “package” are strictly upheld. Very few exceptions are ever made. One of our colleagues, for example, worked for several months as part of a grant writing group to produce a 92 page city planning grant. It was not accepted because he forgot to include the abstract (he was a bit embarrassed to go back to his group to explain why they “all” failed). Another colleague missed a midnight deadline on an electronic grant submission. Although she finished with hours to spare, she did not consider that her local access to the internet could (and did) fail. In both cases, the grant writers had to wait a full year to submit again. Excuses are rarely accepted.

To this end, we will hold you to strict deadlines, and we will adhere to ridged content and format demands when it comes to the Grant Proposal Draft and the Final Grant Proposal. However, unlike the grant world, you will have one “no penalty” chance to turn in a late activity and we will return work to you that is not complete and formatted correctly and ask you to complete it (one time will be penalty free).

We will have two kinds of assignments for the course: **Activities** and **Grant Proposals**.

Activities: You will be asked to complete two activities for each module. Activities are due at midnight (EST) on the day specified in the schedule although you can turn them in at any time prior to due date. The activities will greatly vary and you will be asked to use a number of different ways to turn these in, so follow the schedule carefully and ask questions as often as you need. **Never sit and suffer; always ask.** One of the central lessons you will learn from this course is that a good grant writer asks lots of questions. You will also learn to control a number of overlapping activities (another important grant writing skill).

The activities are not busy-work but integral to the development of your grant proposal. The evaluations of activities will vary with the kinds of activities. For some, you may only receive notification that it was completed on time and for others, you may receive detailed revision notes. In either case, you are always welcome – central lesson – to ask for more feedback. **Be sure to turn in all activities even if late.**

Grant Proposal: We will be writing two grant proposals during the course. For the first proposal, you will turn in a draft and then a final draft. Unfortunately, due to the nature of the course, you will need to turn your draft and final draft in by the deadline. We will only have a very brief window for reviewing drafts, so we will need to adhere to strict deadlines.

The rough draft will be reviewed by your instructor and a group of your peers. As a grant writer, you may be asked, as we have, to act as grant proposal reviewers. Thus the review process is an important learning activity. As we proceed in the course, you will find out more information about the second grant proposal assignment. Yet remember – central lesson – ask questions. Ask often and always ask when you have problems or issues.

Contract Grading

Because of the nature of this course, grading will be by **contract**. If you complete all of the work assigned during the session, and generally submit your activities on time, you will receive at least a 3.0 in the course.

In order to receive a 4.0 for the course you must complete all work for the course, meet deadlines for the activities, and produce consistently excellent final products.

In order to receive a 3.5 for the course you must complete all work for the course, regularly meet all deadlines for activities, produce consistently strong final products.

If you fail to complete all of the assigned work for the semester, and/or consistently miss deadlines for activities, you will receive a 2.5 or lower.

If you have questions, please contact me for clarification or advice. **At any point during the session, you can ask for a "snapshot" grade. All participants will receive a midterm "snapshot."**

Possible final grades: 4.0, 3.5, 3.0, 2.5, 2.0, 1.5, 1.0, 0.0

Grades during the session will be kept on our **ANGEL course site** grade book. **Note:** the ANGEL's grade book does not allow for contract grading. Comments will be emailed. In the ANGEL grade book, you will receive only notification of completion and not quality:

- 2 Points: Assignment completed on time
- 1 Point: Assignment submitted late
- 0 Points: Assignment not submitted

Important Notes

- 1) All assignments are due by Midnight (E.S.T.) on the day it is due.
- 2) No assignment will be accepted if it is more than 10 days late.
- 3) No Activity will be accepted after submission of the Grant proposal that it supports since the Activities are designed to help you complete the proposal.
- 4) All assignments submitted to an ANGEL dropbox must use PDF format.
- 5) Any email associated with the class must have in the subject line WRA453
- 6) Any submitted file must have in the file name your last name and WRA453: smithwra453_act1.pdf

Course Technology

To take this class, all you need is a browser (Mozilla Firefox, Apple Safari, and

Google Chrome are preferred) and a high speed internet connection. While you can connect to many of the course materials using a slower internet connection, there are some things that you simply will not be able to access (such as the course videos or lecture videos).

You also need to be able to create PDF documents. All assignments put in ANGEL drop boxes **must use** PDF format. Ask if you do not know how to do so or have problems doing so.

Course Site

<http://wra453.matrix.msu.edu/>

The course web site, WRA 453 Grant & Proposal Writing, will be the general site for accessing information for the course.

Go to the site and you will see a link along the top of the site to **Sign In**. Click on this link and fill out the sign up form. You will only be able to sign up during the first week. So don't delay.

Take some time and explore the site and try out all of the different features. We will be using a good number of online resources and technologies that can be of use to a grant writer.

ANGEL

All course materials will be found on our course site. **However**, we will use Angel (<https://angel.msu.edu/>) for grades and some restricted materials.

Your textbook, *Winning Grants: Step by Step*, comes with a CD of materials. Sometimes the CD does not come with the book so we will make these materials available on ANGEL.

Twitter

As part of the course, we will be using Twitter to follow funders. Go to <http://twitter.com/> and sign up for an account if you do not have one.

Our course web site has videos to help you sign up and use twitter.

AIM

One way to contact your instructor and other students in the class is to use AIM Instant Messaging. Most of you already have accounts, but if not, go to <http://www.aim.com/> and sign up.

On this page you can find your instructor's contact information. During office

hours, listed on the site and on page 1, he will be on IM (will try to be on line).

Skype

Another way to contact your instructor is to use the audio and video conferencing tool, Skype.

Email

You can contact your instructor using email. You will be answered within 24 hours if you use, **WRA453**, in the subject line of your email. See contact information on this page. If you do not get a reply, do not hesitate to call or IM – or email again.

File Format & Naming

Any file submitted to ANGEL must be in PDF format and have WRA453 and your last name in the file name. Samples: wra453_smith_draftP1.pdf, wra453smithActivity5.pdf. If your last name is long, you can shorten to 8 letters.

Important Note

Technologies can fail. Links can go broken. Servers can be attacked. If something goes wrong for you – **don't panic**. Contact Dean Rehberger and explain the problem.

If one of the technologies, Forum or ANGEL, fail for turning in an assignment, **don't panic**, email the assignment to your instructor. Use WRA453 in subject line and append a brief note about the problem.

Instructor Contact info

Dean Rehberger
Director, Matrix
Associate Professor, WRAC
Adjunct Professor, History
Adjunct Curator, MSU Museum
Matrix, Michigan State University

409 Natural Science Building
East Lansing MI 48824-1120

Telephone

Direct: 517.353.4969
Main: 517.355.9300
Fax (517)-432-8363
Website: <http://www.rehberger.us>
Email: rehberge@msu.edu

aim: deanreh
Skype: deanreh

You are invited to call during the day (8am-5pm). You may IM or skype anytime you find me online.