

Note: This syllabus may represent a past offering of this course and future course offerings may differ.

HCDE 541: Grant Writing / Research Communication

Instructor: Charlotte Lee

Quarter/Year: Autumn 2012

Course Schedule: Tuesdays and Thursdays, 3:30-5:20PM

Course Description

One of the most important skills graduate students can learn is to clearly and engagingly communicate research topics. This course is designed to introduce 1st year doctoral students to the steps of compiling a grant proposal, with an emphasis on increasing research fluency. We will use the NSF graduate fellowship (<http://www.nsfgrfp.org/>) as a template, as it serves as an useful launching point for many other opportunities.

Students will be expected to turn in drafts of research proposals and personal statements, provide both written and verbal constructive criticism on each others work, and participate in discussions.

Grading and Assignments

Grades will be based on participation and on an on-line portfolio of all assignments. All eligible class participants will submit an NSF graduate fellowship by the deadline.

Assignments:

- Full Grant for Mock Panel (25%)
- Proposal Evaluation Rubrics (5%)
- One-Page Panel Summary (10%)
- Chalk Talk (10%)
- Final Grant Proposal (35%)
- List of Funding Sources (5%)
- Seminar Analyses (10%)

Course Schedule

Date	Topic
Week 1 A	A. Course logistics and goals B. Introductions C. Lecture: Important elements of a grant D. Starting to Choose Topics
Week 1 B	A: What is your project idea? B: Framing a Research Topic and Question
Week 2 <i>Extended Class</i>	A. Video: A Panelist's Viewpoint B. Small group discussion: structure of successful NSF Research Proposals C. Due: Aims for research, 5 key papers, broader impact list
October 4	SIGDOC Conference - No Class
Week 3 A	A. Lecture: Constructive criticism & evaluation rubric

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	B. Discussion: Personal Statements C. Due: Draft #1 of Research Proposal
Week 3 B	A. Meet with your reviewer during class B. Due: Read and prepare feedback on Draft #1 of Research Proposal of your reviewee
Week 4 A	A. Guest speakers: Graduate student recipients B. Discussion: Letters of reference C. Due: Draft #1 of Personal Statement and Draft #2 of Research Proposal
Week 4 B	A. Meet with you reviewer during class B. Due: Read and prepare feedback on Draft #1 of Personal Statement and Draft #2 of Research Proposal of your reviewee
Week 5 A <i>Extended Class</i>	A. Mock grants panel logistics B. Discussion: Strategies for talking with faculty C. Due: Full grant D. Schedule a time to discuss summary of panel discussion with reviewee
Week 5 B	No Class. By 6pm: all reviews done; faculty consultant's review should be <i>uploaded</i> .
Week 6 A	A. Mock grants panel B. Due: Presentation for primary grant; prepared to discuss other assigned grants
Week 6 B	A. Mock grants panel B. Due: Presentation for primary grant; prepared to discuss other assigned grants
Week 7 A	A. Reflect on panel experience B. Informal Peer Review
Week 7 B	A. Elevator pitch madness B. Due: Prepare a 30 second and 2 minute elevator pitch on your proposal
Week 8 A	A. Round robin chalk talks B: Due Group A: a chalk talk of your research proposal C: Due: SUBMIT GRANT (Computer and Information Sciences and Engineering, Engineering)
Week 8 B	A. Round robin chalk talks B: Due Group B: a chalk talk of your research proposal C: Due: SUBMIT GRANT (STEM Education and Learning)
Week 9 A	A. Bring to class: 2 printed copies of your full revised grant B. Discuss revisions.
Week 9 B	Thanksgiving - No Class
Week 10 A	A. Discussion: Highs and Lows of Departmental Seminars B. Discussion: Finding funding (beyond the GRFP) C. Due: list of funding sources

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	D. Due: 1 p. analysis of at least 2 seminars
Week 10 B	A. Student Services B. Lecture: Taking charge of your graduate career C. Q&A Prof. answers and we discuss your anonymously submitted questions
Week 11 A	A. Discussion: Looking ahead and positioning yourself for future employment. B. Tips on writing for publication.
Week 11 B	A: Due: ~1 page describing your research goals and the steps you will take to achieve them during your next 2 years of graduate school