S591 GRANT WRITING for librarians and educators

Summer II 2014 — Elsa Kramer, Instructor
updated February 27, 2014
Monday, June 30, through Monday, August 11, 2014

There is no required textbook. However, because you will graded on your writing in this course, you may want to keep Purdue's Online Writing Lab site bookmarked: http://owl.english.purdue.edu/sitemap/. IUPUI's Writing Center offers downloadable PDFs on a variety of writing help topics: http://www.iupui.edu/~uwc/handouts.html

Where and When

• This web-based course is delivered asynchronously via Oncourse. Although there is no required class meeting, this is not a self-paced course. There are weekly group Forum posts and discussions, and two longer written assignments.
• All course materials are grouped by week under the Modules tool.
• Grant proposal assignments (2) are uploaded to the Assignments tool.

Contact Information
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Please contact me by e-mail using the Messages tool in the Oncourse tab for S591.
I will try to respond within 24 hours.

If you don't already have your IUPUI, IU, or Purdue email set up to forward to your personal email address, I strongly recommend that you do that now for the duration of this course.

Please contact me right away if you have questions or concerns about any aspect of this class. Use Oncourse email for fastest response.

Getting Started
Are you new to Oncourse? These are the tools you will use in this course, all listed in the
toolbar at the left of your Oncourse window.

**Syllabus.** Provides the overview of and requirements for this course.

**Modules.** The content for this course is presented in the Modules tool. You can click on any item in the list, and you can also navigate through the Table of Contents outline from any point, using the Prev and Next buttons. All required reading and viewing materials are presented here in weekly segments.

**Forums.** Participation for this course occurs in the Forums tool and counts for 60% of your course grade. Be sure to click on the little black triangle underneath each topic to see the full description of what is required for your posts. Here are examples of the About Us forum with "View Full Description" closed and open:

```
Forums

General Discussions   New Topic | Forum Settings | More ▼

About Us (24 messages - 0 unread)   Topic Settings | More ▼
DUE WEDNESDAY, JULY 2. Introduce yourself here. Use your name as the subject of the thread.
► View Full Description

Forums

General Discussions   New Topic | Forum Settings | More ▼

About Us (24 messages - 0 unread)   Topic Settings | More ▼
DUE WEDNESDAY, JULY 2. Introduce yourself here. Use your name as the subject of the thread.
▼ Hide Full Description

Please tell us the following:

- The name you want us to call you (if it's not obvious)
- Where you live (city and state is enough)
- Where you are in your graduate program
- What you plan to do after graduation
- Where you work now, and what your position is
- What experience you have with grants
- Anything else you want us to know
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IU's Knowledge Base provides this link to a Users Guide for the rich-text editing box. The topics under "Common Tasks" should be of help with some of the most common concerns. [http://docs.cksource.com/FCKeditor_2.x/Users_Guide](http://docs.cksource.com/FCKeditor_2.x/Users_Guide)

Group discussion begins each week with comments and critiques on individual draft sections posted in the Group Work Space threads. Group members take turns each week leading the process. The leader makes sure everyone participates, and then posts a summary document.

- Forum conversations should contain message posts and replies (not attached files) containing your grant section due that week. Post at least once with your own material and at least twice to provide feedback to your group mates.
- Group summaries should contain one message post (not an attached file) summarizing the work accomplished by everyone in the group and should highlight any concerns or points of interest that came up.
- Each student reviews all group summaries for Weeks 2, 3, and 4, and posts replies with useful feedback on other groups' posts.

Use the General Discussion forum areas to (1) introduce yourself; (2), post administrative questions to me so that everyone can see my answers; and (3) post items or links of general interest about grant writing, grant making, or library funding.

**Announcements.** Be sure to read my posts in this tool for important updates or changes to the schedule. These will also be copied automatically to your email (the address listed next to your name in the class roster).

**Assignments.** Upload files with your individual written work in this tool — your in-progress draft and your completed proposal. The midterm and the final paper each count for 20% of your course grade.

**Messages.** Use this tool to contact me privately about S591 or to correspond with classmates outside of the Forums.

**REMEMBER:** In an online course, Participation = Attendance

- Don't wait until the due date to participate, or there won't be anything left for you to comment on. The great thing about a summer course is that you can complete it quickly. However, the intensive 6-week schedule means you must make a significant commitment to substantial reading, research, and writing over a short period. Also, it takes more time to type your posts and read everyone's responses than it does to talk in the classroom. This class covers all the same material as a full-semester course. So it is absolutely necessary to stay on top of
the readings, discussions, and assignments. Always be well prepared to participate in Forums, as they are the online equivalent to taking part in classroom discussions and activities.

• **Because this class is delivered entirely online, you must check the Oncourse tab for S591 regularly.** I recommend that you check once a day for messages and announcements that may affect your participation and assignments.

• **Planning a vacation or business trip during Summer II? Be sure to allow time to participate in class from wherever you will be.** If you will be without web access for more than 72 hours, you may want to enroll in this course in another semester.

### Purpose and Objectives

S591 is an introduction to the craft of writing successful grants developed via outcomes-based planning. Through a combination of individual exercises and peer review in groups, you will discover the importance of grant writing to the success of a library, school media center, or other nonprofit information organization. You will learn how skill at grant writing is tied to your own personal success as you compete for jobs and seek professional.

### After completing this course you should know how to:

- find and assemble into a fact sheet organizational information for presentation in a grant application or partnership agreement
- write a problem statement tied to the mission, vision, and or strategic documents
- design and develop a project responsive to the need(s) in the problem statement, using online and other resources to document the need(s) and the solution(s)
- create a logic model to show how the organization can address the need(s) and what the outcomes will be
- identify and qualify prospective funders
- analyze and evaluate a proposal from the funder’s point of view
- compose a compelling and well-written proposal for funding
- collaborate with a team to write an effective grant proposal
- act on the results of your grant application

*You may want to use your final paper for this course in your ePortfolio.*
Texts and Computing

There is no required textbook for this online course. Course materials are grouped by week under the Modules tool in Oncourse. Assigned readings are provided as web links or PDFs or are available through databases provided by University Library at IUPUI (http://www.ulib.iupui.edu). In order to access licensed information resources from off campus, you may need to install IU's VPN client on your home computer so that you are recognized as affiliated with IU. http://kb.iu.edu/data/ajrq.html

Accommodations
I will gladly make reasonable accommodations for qualified students with disabilities who are registered with Adaptive Educational Services. For more information, e-mail aes@iupui.edu or call 317-274-3241.

Student Responsibilities

• Read this syllabus thoroughly and ask any questions you may have about its content.
• Complete all course work according to directions on or before the due date. Course work includes (1) reading and viewing online resources; (2) applying what you have learned to the creation of draft sections of a grant proposal; (3) participating in Forums group work to review and refine draft sections; and (4) completing an in-progress draft and a final grant application. Written assignments and posts submitted late will be reduced a half-grade for each day late. Extraordinary circumstances may warrant an extension. Incompletes are not awarded in this summer course except in extraordinary circumstances.
• Participate in online discussions as you would in face-to-face meetings with colleagues in the workplace. Please be professional and courteous, and stay on topic. Contact me right away if you have concerns about any discussion or messages posted.
• Look at issues from a variety of stakeholder roles to gain different perspectives.
• Online communication lacks the nonverbal cues of face-to-face conversations, so choose your words carefully and write your sentences clearly. Don't forget to proofread your messages before you post them.
• Include your full name somewhere in the body of each assignment you upload, AND include your last name in the file name (a sample file name: SS91-MidtermDraft-YourLastName.docx). If you include photos or other graphic images in your draft and final proposal files, please save those documents as PDFs before uploading them. Always keep backup copies of your work outside of the Oncourse system.
Instructor Feedback
I will read all of your posts and follow along with your work each week, posting comments and advice where needed. You will receive a participation grade with individual feedback each week. I will grade midterm papers within one week.

Academic Ethics

- Academic dishonesty (such as plagiarism) and personal misconduct by students in this course are defined and dealt with according to the procedures in the Code of Student Rights, Responsibilities, and Conduct, which can be found in the Campus Course Policies tool.
- You are responsible for providing complete citations in all written assignments for materials you consult, quote, or otherwise borrow ideas from. The style for presenting citations is up to you (such as Chicago, MLA, or APA), but please use one style consistently throughout each assignment.

Schedule Summary
You will need to complete readings and assignments on time in order to master the material needed to prepare your grant project. The key to success is to plan ahead. Don't procrastinate! Participation in online discussions is the key to success in this class, so keep up with the readings and assignments. Log in to Oncourse often to keep with posts and see any schedule changes. Work ahead if you can. Copy all due dates into your personal calendar and check Oncourse regularly for updates.

ALL POSTS and UPLOADS are due by 11:55 p.m. EDT.

Week 1: Introductions; choose a library, school, or other nonprofit organization; finding and assimilating mission/vision/strategic plan/other key documents; creating a fact sheet

Week 2: Assessing needs; writing a problem statement

Week 3: Designing and developing the project; documenting needs and solutions

Week 4: Finding funders; understanding the funder's point of view; using a logic model

Week 5: Writing the budget; creating evaluation and follow-up plans

Week 6: Writing the executive summary and cover letter
Here's what you will do each week:

Forums

1. Read/view the assigned materials.
2. Write the assigned section for the current week. Post it to your group's Forum space for review. (NO LATER THAN FRIDAY)
3. Participate within your group's Forum space to read and provide feedback on your group mates' section posts. Respond at least twice with questions or suggestions, and make your own revisions, by the following Friday. Group leaders should make sure each group member receives feedback. Make changes as needed, both to your own local text file and to your Oncourse post. You can re-post if you need to (just delete your original and post another one) or simply click the Edit link to make changes directly in your original post. (NO LATER THAN FRIDAY)
4. After all feedback for the week has been posted, each group leader should read all the sections and feedback in his or her own group and then post a summary about them for Weeks 1 through 4. (Click on View Full Description for that Forum to get suggestions about how to do this.) (DUE MONDAY)

Note: Beginning with Week 2, you will be reviewing the previous week's section at the same time you are preparing a draft of the current week's section.

Draft and Final papers

Additional assignment due dates for all students

1. Upload your in-progress midterm draft in the Assignments tool by 11:55 p.m. on the due date.
2. Read all of the other groups' weekly summaries and provide useful feedback on at least three of their summary posts from Weeks 2, 3, and 4 (needs assessment, description; funders and logic model) no later than 11:55 p.m. on the due date. Don't wait until the last minute to do this! Read these posts each week and comment along the way. This gives you an opportunity to see what other students are working on and to pick up some tips for your own grant proposal. (You are welcome to post feedback to students in other groups' Forum spaces any time, of course — just be sure to introduce yourself as a member of another group if you do that.)
3. Upload your final paper (completed grant proposal) in the Assignments tool by 11:55 p.m. on the due date — AND attach it to a post within the Forum for Completed Grant Proposal.

Recommended: Skim the Forums conversations in groups other than your own. You may find ideas or resources that will help you with your own grant proposal.
Grading
There are no tests in this course. Your achievement of the course objectives will be measured via online participation and written work. You will receive points for each of the following areas:

- In-progress midterm draft proposal (20% of course grade)
- Forum and group participation (10% x 6 weeks = 60% of course grade)
- Completed grant proposal (20% of course grade)

Forum participation must be completed according to the stated schedule; no exceptions. Individual posts are due each week no later than Friday and your follow-up responses to group mates' posts are due no later than the following Friday. You will be graded on your demonstrated understanding of key points through your unique contributions to the discussions, including examples from the readings, your own work experience, or from other sources. You will need to be familiar with the Modules materials in order to answer questions and participate in discussions.

The assessment rubric for Forums is:

- 10 Posts provide specific, useful, documented feedback with important or innovative suggestions based on readings and/or classmates' ideas.
- 8 Posts point to class readings or cite personal knowledge or research in order to further discussion of classmates' posts.
- 6 Posts reflect personal opinion but do not provide helpful feedback based on assigned readings or classmates' ideas.
- 4 Posts are simple "I agree" or "that's awesome!" comments that do not demonstrate individual study and do not further the discussion.
- 0 No posts.

The final paper is the completed draft of all the component pieces you created in your group.

The assessment rubric for the midterm draft and final paper is:

- 20 The proposal is complete, concise, thorough, appropriately targeted, and interesting to read. It contains no significant errors of fact or style.
- 15 The proposal is concise, thorough, appropriately targeted, and interesting to read but omits some required information or contains some minor errors.
- 10 The proposal omits some required information, or is not appropriately targeted, or is difficult to read, or contains significant errors.
- 5 The proposal is incomplete, either by omission of required information or by lack of attention to details, or does not meet the course requirements.
- 0 No proposal.
Course grades for S591 are based on the following total point scores:

95 and above = A  
90–94 = A–  
85–89 = B+  
80–84 = B  
75–79 = B–  
74 and below = unsatisfactory work; course will not count toward your degree

The following definitions of letter grades have been defined by student and faculty members of the Curriculum Steering Committee and have been approved by the faculty as an aid in evaluation of academic performance and to assist students by giving them an understanding of the grading standards of the School of Informatics and Computing. Note that meeting the expectations for the course counts as only a B; you must exceed expectations in order to earn a higher grade.

A: 4.0, Outstanding achievement. Student performance demonstrates full command of the course materials and evinces a high level of originality and/or creativity that far surpasses course expectations.  
A–: 3.7, Excellent achievement. Student performance demonstrates thorough knowledge of the course materials and exceeds course expectations by completing all requirements in a superior manner.  
B+: 3.3, Very good work. Student performance demonstrates above-average comprehension of the course materials and exceeds course expectations on all tasks as defined in the course syllabus.  
B: 3.0, Good work. Student performance meets designated course expectations, demonstrates understanding of the course materials and performs at an acceptable level.  
B–: 2.7, Marginal work. Student performance demonstrates incomplete understanding of course materials.  
C+: 2.3, Unsatisfactory work. Student performance demonstrates incomplete and inadequate understanding of course materials.  
C: 2.0, Unsatisfactory work. Student performance demonstrates incomplete and inadequate understanding of course materials.  
C–: 1.7, D+: 1.3, D: 1.0, D–: 0.7, Unacceptable work. Coursework performed at this level will not count toward your degree. For the course to count toward the degree, the student must repeat the course with a passing grade.  
F: 0.0, Failing. Student may continue in program only with permission of the Dean.

Questions?  
Please contact me by e-mail using the Messages tool in the Oncourse tab for S591. I will try to respond within 24 hours.  
Ready to Get Started?  
Then go to Week 1 in the Modules tool.