



# SYLLABUS

# ENTMLGY 7930

Scientific Writing and Grant Proposal Development

Fall 2023 (full term)

2 credit hours

1:50-2:45 pm Monday and Wednesday

## COURSE OVERVIEW

### Department of Entomology

#### Location:

Columbus Campus: 333 Kottman Hall

Wooster Campus: 300 Wooster Science Building

### Instructor

Instructor: Dr. Mary Gardiner

Email address: [Gardiner.29@osu.edu](mailto:Gardiner.29@osu.edu) (preferred contact method, no office phone, Columbus Department Main Office: 614-292-8209)

Office hours: By appointment (Campus office 251 Kottman Hall)

### Prerequisites

Graduate standing or successful petition status

(<https://gradsch.osu.edu/sites/default/files/resources/pdfs/SeniorPetitionFORM.pdf>)

## Course description

This course overviews grant writing skills, with a learning-by-doing focus and emphasis on peer review and revision. Students will design and prepare a CFAES Internal Grants Graduate Program application throughout the course, focused on their research project.

RFA: <https://research.cfaes.ohio-state.edu/grants/cfaes-rge-internal-funding-opportunities>

## Course learning outcomes

By the end of this course, students should successfully demonstrate the written communication skills needed to develop a clear and compelling grant proposal.

## HOW THIS ONLINE COURSE WORKS

**Mode of delivery:** This course is in person. The course is not recorded. I expect you to be present in class.

Zoom link: We will connect the two classrooms using zoom. The zoom link for the classrooms is: <https://osu.zoom.us/j/9757213243?pwd=YUc3QVdINVb1aGs1ZEZCYVNnL1UrUT09>

**Pace of activities:** This course is divided into **weekly modules**. Students are expected to attend all class sessions and complete homework activities as described in the modules.

**Credit hours and work expectations:** This is a **2-credit-hour course**. According to Ohio State policy ([go.osu.edu/credithours](https://go.osu.edu/credithours)), students should expect around 4 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 4 hours of homework (reading and assignment preparation, for example) to receive a grade of (C) average.

**Attendance and participation requirements:** Students are expected to attend class and participate as presenters and peer-reviewers.

- **I will make exceptions to our attendance policy in cases of illness or emergency.** Students must alert the instructors, and provide either a doctor's note documenting their illness or describe the emergency faced as soon as possible prior to or following their absence.

# COURSE MATERIALS AND TECHNOLOGIES

## Textbooks

- No textbook is required

## Course technology

### Technology support

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at [ocio.osu.edu/help/hours](https://ocio.osu.edu/help/hours), and support for urgent issues is available 24/7.

- **Self-Service and Chat support:** [ocio.osu.edu/help](https://ocio.osu.edu/help)
- **Phone:** 614-688-4357(HELP)
- **Email:** [servicedesk@osu.edu](mailto:servicedesk@osu.edu)
- **TDD:** 614-688-8743

### Technology skills needed for this course

- Basic computer (e.g., presentation and word processing software), and web-browsing skills
- Navigating Carmen ([go.osu.edu/canvasstudent](https://go.osu.edu/canvasstudent))
- CarmenZoom virtual meetings ([go.osu.edu/zoom-meetings](https://go.osu.edu/zoom-meetings)). You must log in to Zoom sessions using the OSU system and your OSU login, as your login will be linked to grading.

### Required equipment

- Computer: current Mac (MacOs) or PC (Windows 10) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed and tested
- Microphone: built-in laptop or tablet mic or external microphone
- Other: a mobile device (smartphone or tablet) to use for BuckeyePass authentication

## Required software

- Microsoft Office 365: All Ohio State students are now eligible for free Microsoft Office 365. Full instructions for downloading and installation can be found at [go.osu.edu/office365help](https://go.osu.edu/office365help).

## Carmen access

You will need to use BuckeyePass ([buckeyepass.osu.edu](https://buckeyepass.osu.edu)) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the BuckeyePass - Adding a Device help article for step-by-step instructions ([go.osu.edu/add-device](https://go.osu.edu/add-device)).
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the Duo Mobile application ([go.osu.edu/install-duo](https://go.osu.edu/install-duo)) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357(HELP) and IT support staff will work out a solution with you.

# GRADING AND FACULTY RESPONSE

## How your grade is calculated

ASSIGNMENT CATEGORY	PERCENTAGE
Challenge Paragraph	5%
Full Introduction (Including Revised Challenge Paragraph)	20%
Title Page (Including Lay Abstract)	5%
Approach	10%
Rational and Significance	10%

Final Project: Full Proposal	30%
Participation	20%
<b>Total</b>	<b>100%</b>

*See course schedule below for due dates.*

## Late assignments

Late presentations will not be accepted. Late written assignments will receive a penalty of one letter grade per 24 h. For example, an A assignment turned in late but within 24 h of the due date will receive a B, within 48 a C and so forth. Exceptions will be made for ALL assignments due to illness, with a doctor's note, or emergency (validity of emergencies evaluated on a case-by-case basis). If possible, students should alert instructor to their inability to meet a deadline prior to the deadline, but we understand with some emergencies this will not be possible. Please refer to the course schedule for due dates.

## Grading scale

93–100: A  
 90–92.9: A-  
 87–89.9: B+  
 83–86.9: B  
 80–82.9: B-  
 77–79.9: C+  
 73–76.9: C  
 70–72.9: C-  
 67–69.9: D+  
 60–66.9: D  
 Below 60: E

## Instructor feedback and response time

Instructor may be reached by email at [gardiner.29@osu.edu](mailto:gardiner.29@osu.edu). Instructors will attempt to respond within 48 hours during the instructional week.

Instructors will attempt to return assignments in a timely manner following the due date.

You can call **614-688-4357(HELP)** at any time if you have a technical problem.

## OTHER COURSE POLICIES

### Discussion and communication guidelines

The following are the expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing style:** You should use good grammar, check spelling, and use appropriate punctuation.
- **Tone and civility:** We will maintain a supportive learning community where everyone feels safe and comfortable working on improving their grant writing. Remember that sarcasm doesn't always come across in written feedback. Be critical as well as kind and supportive.

### Academic integrity policy

See **Descriptions of major course assignments**, above, for specific guidelines about collaboration and academic integrity in the context of this online class.

#### Ohio State's academic integrity policy

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the university's *Code of Student Conduct* ([studentconduct.osu.edu](http://studentconduct.osu.edu)), and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the university's *Code of Student Conduct* and this syllabus may constitute "Academic Misconduct."

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the university or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the university's *Code of Student Conduct* is never considered an excuse for academic misconduct, so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

**If I suspect that a student has committed academic misconduct in this course, I am obligated by university rules to report my suspicions to the Committee on Academic Misconduct.** If COAM determines that you have violated the university's *Code of Student*

*Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the university.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact the instructors.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- Committee on Academic Misconduct web page ([go.osu.edu/coam](https://go.osu.edu/coam))
- Ten Suggestions for Preserving Academic Integrity ([go.osu.edu/ten-suggestions](https://go.osu.edu/ten-suggestions))
- Eight Cardinal Rules of Academic Integrity ([go.osu.edu/cardinal-rules](https://go.osu.edu/cardinal-rules))

## Copyright for instructional materials

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

## Safe and Healthy Buckeyes

Health and safety requirements: All students, faculty and staff are required to comply with and stay up to date on all university safety and health guidance (<https://safeandhealthy.osu.edu>), which includes wearing a face mask in any indoor space and maintaining a safe physical distance at all times. Non-compliance will result in a warning first, and disciplinary actions will be taken for repeated offenses.

## Creating an environment free from harassment, discrimination, and sexual misconduct

The Ohio State University is committed to building and maintaining a community to reflect diversity and to improve opportunities for all. All Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Office of Institutional Equity:

1. Online reporting form at [equity.osu.edu](https://equity.osu.edu),
2. Call 614-247-5838 or TTY 614-688-8605,
3. Or Email [equity@osu.edu](mailto:equity@osu.edu)

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university employees have reporting responsibilities to the Office of Institutional Equity to ensure the university can take appropriate action:

- All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.
- The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information: 1. Any human resource professional (HRP); 2. Anyone who supervises faculty, staff, students, or volunteers; 3. Chair/director; and 4. Faculty member.

This course adheres to The Principles of Community adopted by the College of Food, Agricultural, and Environmental Sciences. These principles are located on the Carmen site for this course; and can also be found at <https://go.osu.edu/principlesofcommunity>. For additional information on Diversity, Equity, and Inclusion in CFAES, contact the CFAES Office for Diversity, Equity, and Inclusion (<https://equityandinclusion.cfaes.ohio-state.edu/>). If you have been a victim of or a witness to a bias incident, you can report it online and anonymously (if you choose) at <https://studentlife.osu.edu/bias/report-a-bias-incident.aspx>.

## **Your mental health: Counseling and Consultation Services**

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life Counseling and Consultation Services (CCS) by visiting [ccs.osu.edu](https://ccs.osu.edu) or calling (614) 292- 5766. CCS is located on the 4<sup>th</sup> Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at (614) 292-5766 and 24 hour emergency



help is also available through the 24/7 National Suicide Prevention Hotline at 1-(800)-273-TALK or at [suicidepreventionlifeline.org](https://suicidepreventionlifeline.org).

## **Requesting disability accommodations**

The university strives to make all learning experiences as accessible as possible. In light of the current pandemic, students seeking to request COVID-related accommodations may do so through the university's request process, managed by Student Life Disability Services. If you anticipate or experience academic barriers based on your disability (including mental health, chronic, or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; [slds.osu.edu](https://slds.osu.edu); 098 Baker Hall, 113 W. 12th Avenue.

## **Accessibility of course technology**

This online course requires use of CarmenCanvas (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- Canvas accessibility ([go.osu.edu/canvas-accessibility](https://go.osu.edu/canvas-accessibility))
- Streaming audio and video
- CarmenZoom accessibility ([go.osu.edu/zoom-accessibility](https://go.osu.edu/zoom-accessibility))
- Collaborative course tools

## COURSE SCHEDULE

Refer to the Carmen course for up-to-date assignment due dates.

Date	Lectures and Activities	Assignments	Deadlines
8/23	Instructor and class introductions  Why grant writing?  What is plagiarism?  Discussion of syllabus and course structure	Meet with faculty advisor, read 10 important papers in field, create reference list and annotate.	
8/28	Review of RFA.  <b>Lecture:</b> Crafting the Challenge  <i>Discussion of peer review process and review of idea pitch peer review worksheet.</i>	Keep reading and meeting with advisor to refine grant topic	
8/30	<b>Lecture:</b> Full Introduction - Opening, Background, Challenge  Preview Idea Pitch Workshop  Review Introduction Rubric	Refine list of focal questions, objectives for peer workshop	
9/4	<b>NO CLASS – Labor Day</b>		
9/6	<b>Activity:</b> Idea Pitch Workshop	Refine Challenge for Presentation	
9/11	<b>Activity:</b> Challenge Presentations	Refine Challenge for Grade, Write and Revise Introduction	
9/13	<b>Activity:</b> Challenge Presentations	Refine Challenge for Grade, Write	

		and Revise Introduction	
9/18	<b>Activity:</b> Challenge Presentations	Refine Challenge for Grade, Write and Revise Introduction	
9/20	No Class	Refine Challenge for Grade, Write and Revise Introduction	
9/25	<b>Activity:</b> Challenge Presentations	Refine Challenge for Grade, Write and Revise Introduction	
9/27	<b>Lecture:</b> Rationale and Significance and Approach	Revise/Create your CV for the peer workshop	
10/2	<b>Activity:</b> Challenge Workshop	Refine Challenge for Grade, Write and Revise Introduction	
10/4	<b>Lecture:</b> Finish up Approach Lecture, Title Page and Project Summary		<b>Submit Full Introduction for Peer Review (10/4)</b>  <b>Submit Challenge Paragraph for Grade (Friday 10/6)</b>
10/9	<b>Peer Review:</b> Introduction	Revise Introduction	

10/11	<b>Lecture:</b> Budget and Budget Narrative, Timeline and Management plan		
10/16	<b>Recorded Lecture:</b> Budget and Budget Narrative, Timeline and Management plan <b>Lecture:</b> Crafting your CV		
10/18	<b>Activity: Second Peer Review of Introduction</b>		
10/23	<b>Guest Graduate Panel:</b> Lessons from IGP Panel		<b>Submit Introduction for Grade</b>
10/25	<b>Activity:</b> CV Workshop		<b>Submit Rational and Significance for Peer Review</b>  <b>Submit Approach for Peer Review</b>
10/30	<b>Peer Review:</b> Rational and Significance	Revise Rational and Significance	
11/1	<b>Peer Review:</b> Approach	Revise Approach	
11/6	<b>NO CLASS ESA Meeting</b>		
11/8	<b>NO CLASS ESA Meeting</b>		<b>Submit Title Page for Peer Review</b>
11/13	Guest Faculty Discussion: Grant Writing to USDA		<b>Submit Rational and Significance for Grade</b>

11/15	<b>Peer Review:</b> Title Page	Revise Title Page	
11/20	Activity: Writing your Facilities and Equipment document		<b>Submit Approach for Grade</b>
11/22	<b>No Class - Thanksgiving</b>		<b>Submit Budget, Budget Narrative, Timeline and Management Plan for Peer Review</b>
11/27	<b>Peer Review:</b> Budget and budget narrative, timeline and management plan	Revise Budget, Budget Narrative, Timeline and Management Plan	<b>Submit Title Page for a Grade</b>
11/29	Guest Faculty Discussion: Grant Writing for NIH, NSF		
12/4	No Class, Final Grant Proposal Worktime		
12/6	Submit your Full Grant Proposal to Carmen		<b>Submit Full Proposal for Grade</b>