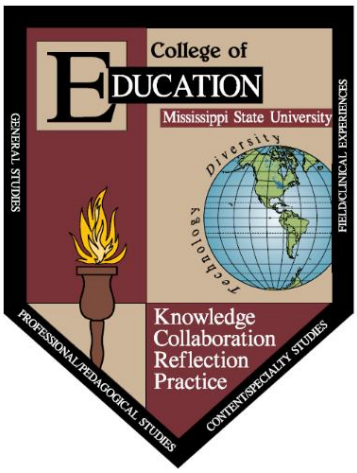
MISSISSIPPI STATE UNIVERSITY COLLEGE OF EDUCATION
DEPARTMENT of INSTRUCTIONAL SYSTEMS and WORKFORCE DEVELOPMENT
COURSE SYLLABUS

Course Prefix and Number: TECH 8863
Course Title: Grant Writing Essentials
Credit Hours: 3 credit hours
Method of Instruction: *LECTURE = UCCC Code C*

Catalogue Description
Three hours lecture. An introduction to the basic skills, principles, and techniques of successful grant writing.

College of Education Conceptual Framework:



The faculty in the College of Education at Mississippi State University are committed to assuring the success of students and graduates by providing superior learning opportunities that are continually improved as society, schools, and technology change. The organizing theme for the conceptual framework for the College of Education at Mississippi State University is educational professionals - dedicated to continual improvement of all students' educational experiences. The beliefs that guide program development are as follows:

1. **KNOWLEDGE** - Educational professionals must have a deep understanding of the organizing concepts, processes, and attitudes that comprise their chosen disciplinary knowledge base, the pedagogical knowledge base, and the pedagogical content knowledge base. They must also know how to complement these knowledge bases with the appropriate use of technology.

2. **COLLABORATION** - Educational professionals must continually seek opportunities to work together, learn from one another, forge partnerships, and assume positions of responsibility.

3. **REFLECTION** - Educational professionals must be willing to assess their own strengths and weaknesses through reflection. They must also possess the skills, behaviors, and attitudes necessary to learn, change, and grow as life-long learners.

4. **PRACTICE -** Educational professionals must have a rich repertoire of research-based strategies for instruction, assessment, and the use of technologies. They must be able to focus that array of skills on promoting authentic learning by all students or clients, while exhibiting an appreciation and commitment to the value and role of diversity.

Course Objectives:

Upon completion of this course, students will be able to:

1. Identify technology-funding resources related to grants that can be used to implement and significantly improve the technology programs in their schools and school districts. (CFPO #3, #13, and #14)
2. Develop skill in researching grant funding opportunities for technology teachers and administrators. (CFPO #3, #5, #7, #9, and #13)
3. Identify grant funding opportunities that can be used to support teachers in integrating technology into their classroom instruction. (CFPO #3, #5, #7, #9, and #10)
4. Examine the stages of researching and writing a grant proposal for technology funding: to define the problem, analyze the audience, research the solution, and develop the fundamental components of the grant proposal, including the grant proposal purpose, goals and measurable objectives, role of principle investigator, and other project participants, assessment procedures, timeline, project start and end dates, and applicant's credentials). (CFPO#3, #13, and #14)
5. Demonstrate the ability to plan; demonstrate the ability to draft; and demonstrate the ability to revise each section of a technology grant proposal, including a proposal narrative specifying the need statement, goals, objectives, and methods; the monitoring, reporting, and evaluation plans; the budget and budget narrative; and other sections constituting a complete grant proposal package. (CFPO #5, #7, #8, #9, and #13.
6. Develop a complete grant proposal for technology funding and submit it to a funding agency. (CFPO #3, #4, #7, #11, #12, #13, and #14; InTASC Standards #5,#6, #7, #8, #9, and #10)

Detailed Course Outline:

1. What is a Grant and Why Write Grants? (6 hours)
    a. The purpose of grants (1 hour)
    b. Why write technology grants (1 hour)
    c. Identifying and determining technology grant resources (2 hours)
    d. Basic grant components (2 hours)
2. Types of Grants (9 hours)
    a. Specific types of grants available (2 hours)
    b. Grant funding eligibility (2 hours)
    c. Exploring granting opportunities for technology teachers and administrators (3 hours)
    d. Identifying funding resources to support technology integration in classrooms (2 hours)
3. Researching and Locating Grants for Technology (6 hours)
    a. Effectively using the Internet (1 hour)
    b. Understanding RFPs (2 hours)

c. Importance of identifying organizational needs and goals (2 hours)
d. Examine the stages of researching and writing a grant proposal (1)

4. Establishing Funding Goals (9 hours)
    a. Budget development (3 hours)
    b. Address the issue of sustainability (3 hours)
    c. How to effectively communicate with agencies funding technology programs (3 hours)
5. Writing Effective Technology Grant Proposals (15 hours)
    a. Developing a purpose, clear goals and objectives for a technology grant (2 hours)
    b. Creating methods, assessment plan, and a realistic timeline (3 hours)
    c. Developing a Budget (2)
    d. Incorporating relevant research and references (2 hours)
    e. Proper formatting techniques (3 hours)
    f. Effectively writing a complete grant proposal for technology funding (3 hours)

Text(s):

American Psychological Association (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, D.C.: Author

Johnson, V. (2010). *Grant writing 101: Everything you need to start raising funds today.* New York, NY: McGraw-Hill Education.

Description of Instruction:

(Campus 1 and 5) Lecture. Students will be exposed to interactive lectures, class discussion, individual projects, group activities and project presentations during this course. Student participation will play a large part in the success of instructional delivery herein. Campus 5 lectures will take place via Canvas.

Honor Code:

(Campus 1 & 5) The honor code states: "As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do." This is especially important in online courses. For example, cheating on quizzes and resubmitting files from other courses will not be tolerated.

Upon accepting admission to Mississippi State University, a student immediately assumes a commitment to uphold the honor code, to accept responsibility for learning, and to follow the philosophy and rules of the honor code. Ignorance of the rules does not exclude any member of the MSU community from the requirements or consequences of the honor code.For additional information please visit http://www.honorcode.msstate.edu.

(Campus 5 specifically) At the beginning of the semester, students will read the Honor Code and agree to follow the Honor Code.

Technology:

Learning materials and student grades will be posted to the MSU CANVAS. Students will submit assignments to CANVAS. Additionally, students will use various application software programs to prepare materials for the course requirements, including proposals and projects. They will use the Internet along with other technologies and database systems in the preparation of collecting data and developing presentations.

Technical Support Information: Information Tech Services: http://www.its.msstate.edu/

Report a Problem:

a) Web - http://www.its.msstate.edu/Services/report-problem.php

b) Phone – The ITS Dept. is staffed to answer the phone 7:30 a.m. to 5:00 p.m., Monday through Friday. The number to call is (662) 325-0631. If you need to contact them from outside the Starkville area, you can call them toll -free at (888) 398-6394 for IT support requests only. If you need to fax them your ID or any other requests, their fax number is (662) 325-1832.

c) In Person - If you have a computer problem and are on campus, come in to the Help Desk (8:00 A.M. to 5:00 P.M.) and they can assist you. They are located at 46 Magruder Street.

Diversity:

This course will comply with the Mississippi State University diversity policies, and diversity will be addressed in all content. Objective #2 directly relates to researching funding opportunities to meet the needs of a diverse audience.

Accommodations for Students with Disabilities:

Students with disabilities in need of accommodations to meet the expectations of this course are encouraged to bring this need to the attention of the instructor and should register with the Office of Student Support Services as soon as possible. The Office of Student & Disability Support Services is located in 01 Montgomery Hall, (662) 325-3335, and http://www.sss.msstate.edu/ .

University Safety Statement:

Mississippi State University values the safety of all campus community members. Students are encouraged to register for Maroon Alert texts and to download the Everbridge App. Visit the Personal Information section in Banner on your mystate portal to register. To report suspicious activity or to request a courtesy escort via Safe Walk, call University Police at 662-325-2121, or in case of emergency, call 911. For more information regarding safety and to view available training resources, including helpful videos, visit ready.msstate.edu.

Field Component:

There is no field component in this course.

Evaluation of Student Progress:

Student Activities/Assessments:

1. Class Discussions and Quizzes: Each student will complete daily requirements of the course, including quizzes/exams, class discussions, and other class assignments (Objective #1).
2. Exams: Each student will complete exams as required by the instructor. (Objectives #s 1, 2, 3, 4)
3. Reading/Research Assignments: Each student will be responsible for completing all the reading/research assignments and other preparatory learning activities prior to each required deadline (Objective #2).
4. Grant Writing Projects: Each student will analyze a variety of grant proposals and examine issues related to structure and funding approval statuses (Objective #s 1 & 3).
5. Final Grant Proposal: Each student will develop a detailed grant proposal based upon a specific institutional or community problem (Objective #s 4 & 5).
6. Final Grant Proposal: Each student will present their proposal creatively through written documentation, verbal delivery, and a multimedia presentation (Objective #5)

Criteria for Grading:

Assignments:	**Points**
Class Discussions and Quizzes	50
Exams	200
Reading/Research Assignments	200
Grant Writing Projects	250
Final Grant Proposal	300
Total:	**1000**

Grading Scale:

Points	**Grade**
900-1000	A
800-899	B
700-799	C
600-699	D
Below-600	F

Attendance Policy:

In accordance with university policy (AOP 12.09), students should attend all classes. When an absence from class is essential, the student must inform the instructor and provide appropriate documentation.
AOP 12.09 (http://www.policies.msstate.edu/policypdfs/1209.pdf)

Title IX Policy:

MSU is committed to complying with Title IX, a federal policy that prohibits discrimination, including violence and harassment, based on sex. This means that MSU's educational programs and activities must be free from sex discrimination, sexual harassment, and other forms of sexual misconduct. If you or someone you know has experienced sex discrimination, sexual violence and/or harassment by any member of the University community, you are encouraged to report the conduct to MSU's Director of Title IX IEEO Programs at 325-8124or by e-mail to titleix@msstate.edu. Additional resources are available at http://www.msstate.edu/web/security/title9-12.pdf, or at http://students.msstate.edu/sexualmisconduct/.

Bibliography:

Bauer, D. (2011). *The 'How to' grants manual: Successful grantseeking techniques for obtaining public and private grants* (7th Ed.). Lanham, MD: Rowman & Littlefield Publishers.

Coley, S. & Scheinberg, C. (2014). *Proposal writing: Effective grantsmanship* (4th Ed.). Thousand Oaks, CA: Sage.

Howlett, S. & Bourque, R. (2011). *Getting funded: The complete guide to writing grant proposals* (5th Ed.). Seattle, WA: Word and Raby Publishing.

Johnson, V. (2010). *Grant writing 101: Everything you need to start rising funds today*. NewYork, NY: McGraw-Hill Education.

Karsh, E. & Fox, A. (2014). *The only grant-writing book you'll ever need* (4th Ed.). New York, NY: Basic Books. Miner, J. & Miner, L. (2013). *Proposal planning & writing* (5th Ed.). Westport, CT: Greenwood Press.

O'Neal-McElrath, T. (2013). *Winning grants step by step: The complete workbook for planning, developing and writing successful proposals* (4th Ed.). San Francisco, CA: John Wiley and Sons.