

**College of Public Health & Health Professions and College of Medicine
PHC 7727**

Grant Writing Skills for Clinical and Health Research

Summer C, 2021 2 credits

HYFLEX HPNP G312 Fridays 9:30 am (until up to 12 pm)

Instructor Information

Section 13184, 13185

Linda B. Cottler, PhD, MPH, FACE

Dean's Professor of Epidemiology

Department of Epidemiology

College of Public Health and Health Professions and College of Medicine

Associate Dean for Research, PPHP

Gainesville FL 32611-0231

Phone: 352-273-5468

lbcottler@ufl.edu

Office Hours: By appointment

Section 18439

Volker Mai, PhD, MPH

Associate Professor of Epidemiology

Department of Epidemiology

College of Public Health and Health Professions and College of Medicine

Emerging Pathogens Institute

Gainesville, FL 32610-0009

Phone: 352-273-9398

vmai@epi.ufl.edu

Office Hours: By appointment



Course Overview or Purpose

This course provides practical instruction in the grant writing process, with a specific focus on National Institutes of Health (NIH) procedures. It provides the student with experience in writing a full grant application and in reviewing others' grant applications. To provide a highly interactive learning environment, all assignments might be shared with the class for open discussion and critique. During the final class we will hold a Mock Grant Review session to assist students in understanding the process and content of grant reviews.

Prerequisites

Epidemiology Methods II or permission of instructors and permission from your mentor to write an F31 or equivalent grant with due dates within one year. Your mentor is the person who will be your main help for directing the science, not the instructors.

It is not too early to get an era commons account ID. For class you will need one, so begin now to ask your grants office how to get one. Remember, this account ID will follow you throughout your career so choose a user ID wisely! The affiliation can always change, but not your user ID.

Course Objectives and/or Goals

Upon successful completion of the course, students should be able to:

1. Discuss the National Institutes of Health funding structure, grant types, and application criteria.
2. Understand and correctly prepare a NIH grant application
3. Seek and respond to a Request for Proposal (F31 or K award). An application to other granting mechanisms must be approved from course instructor prior to submission.

Course Materials

Most required resources will be available via download; links will be provided.

Course Requirements/Evaluation/Grading of Letter Grade

Grading Components	100 Points Total
Prior to class preparation	5
Research Topic	5
Specific Aims	5
Research Strategy Flow chart-5pts Significance-5pts Approach-5pts	15
Biosketch	5
Training Plan	5
Letters of Support	5
Presentation	10
Completed F31 or K Grant Package	25
Peer Feedback Forms	10

Participation	10
---------------	----

All materials will be graded on the revised submission; you may use multiple resubmissions to keep improving on each grant component. Please include your name and date and draft number on every submission. Participation grade will include your contributions to discussion of the draft materials (first submissions).

Percentage or points earned in class	93%-100%	90%-92%	87%-89%	83%-86%	80%-82%	77%-79%	73%-76%	70%-72%	67%-69%	63%-66%	60%-62%	Below 60%
Letter Grade equivalent	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E	WF	I	NG	S-U
Grade Points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0.0	0.0	0.0	0.0	0.0

For greater detail on the meaning of letter grades and university policies related to them, see the Registrar's Grade Policy regulations at <http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html>

Class Sessions

The class will utilize interactive, blended, and didactic teaching styles using ZOOM as the main communication platform. Some class assignments will have a “mock” aspect. The “mock” aspect will provide students an opportunity to participate both as an applicant and a reviewer. This will involve both critiquing and having work critiqued. The work to be critiqued will be examined by both the instructor(s) and the student reviewer. Please submit your assignments BEFORE the class period through e-learning. The feedback will be graded, as will your revised version of each assignment.

This interactive style of learning demands that each participant actively prepares for class participation, and commits to the peer review process, an essential element of academic and scholarly life. Students are expected to take the review process seriously as it an important learning objective of this class.

Assignment Outline				
#	Date	Topic and (Assignments)	Description	Points
1	05/14	<p>Class will NOT meet!</p> <p>COMPLETE prior to 2nd class!</p>	<p>1. Watch and be ready to discuss these: https://www.youtube.com/watch?v=2cEZk1R-dJc http://youtu.be/9cNRMscGfHo</p> <p>2. Navigate various resources—that is, be familiar with them: http://grants.nih.gov/grants/oer.htm http://grants.nih.gov/training/extramural.htm https://grants.nih.gov/grants/guide/pa-files/PA-18-671.html http://grants.nih.gov/grants/how-to-apply-application-guide.htm http://public.csr.nih.gov/aboutcsr/Pages/default.aspx</p> <p>3. Interview ONE faculty member from a different department (not your mentor, not anybody already questioned by another student taking the course this year- so you need to ask them if they have been interviewed already and if so, choose someone else); Interview ONE faculty member from your own department. Ask them: a) What is the challenge involved in writing grants? b) How many have they written in their career? c) What is their one sentence advice to you for writing this grant?</p> <p>4. Identify examples for similar projects (topic, aims) from abstracts for relevant F31 grants listed in NIH reporter. Be sure to notate how many are active, what university they are from etc.</p>	5
2	5/21	<p>Research Topic (#1 interview info; submit online be ready to discuss in class</p> <p>#2 need your research question and a brief paragraph on topic; submit online before class and bring hard copy to class)</p>	<p>1st hour: Discuss the information from faculty above. Discuss your impressions of the YouTube videos. What are the most important tips from the videos? How can you avoid common mistakes?</p> <p>2nd and 3rd hour: We will introduce NIH reporter! You will share with the class your research interest—a question that you plan to address—or your dissertation question and an outline of what you would like to do. (You will write a NIH F31 or another instructor approved grant application this semester.) We will discuss specific aims – important elements, how-tos, and good examples from NIH RePORTER.</p>	5

3	5/28	Specific Aims (SA) (#1 submit SA draft online before class)	<p>1st hour: review with classmates your aims (written after reviewing the guidelines on the NIH website above). State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved. To get ideas on aims, read some material from NIH Reporter.</p> <p>2nd hour: Instructors will reinforce the material on best practices for writing aims.</p> <p>3rd hour: Students present aims (randomly selected). For next week, revise them to turn them in for grading.</p>	5
4	6/04	Flow chart (#1 submit revised SA and #2 FC draft)	<p>Review the flow charts on the course site. Bring to class a graphic representation of your study design including sample size, eligibility, all participation, all measures, intervention if applicable. Criteria for grading: clear, complete, and visually attractive.</p> <p>1st hour: review revised SA and get feedback.</p> <p>2nd hour: Instructors review best practices for flow charts.</p> <p>3rd hour: Students present flow charts (randomly selected). Turn in corrected flow chart next week for grading.</p>	5
5	6/11	Significance (#1 submit revised FC and #2 Significance draft)	<p>Explain how the research question challenges or seeks to shift current research or clinical practice paradigms. Review the NIH guidelines for Significance. Bring to class an example from your area of interest and identify its strengths and weaknesses.</p> <p>1st hour: Instructors will present hints for developing a strong Significance section.</p> <p>2nd 3rd hour: Students will review each others' section.</p>	5
6	6/18	Approach (#1 revised Significance and #2 Approach draft)	<p>1st hour: discussion of principles for drafting an overall strategy, methodology, and planned analyses that are well reasoned and appropriate to accomplish the specific aims of the project. We will present you examples from successful grants.</p> <p>2nd and 3rd hour: Review and discussion of students' work (chosen at random).</p>	5
7	07/09	Biosketch (Final POLISHED version due 07/02)	<p>Personal statement, position and honors, peer reviewed manuscripts, and research support</p> <p>NIH Biosketch template and sample can be accessed from: https://www.ncbi.nlm.nih.gov/sciencv/ (generates bio) http://grants.nih.gov/grants/funding/424/index.htm</p> <p>Arrange small group meeting (ANY TIME during the week) to discuss and edit biosketch draft to generate final version</p>	5

8	7/16	Training Plan (TP) aka “Background and Goals for Fellowship Training” (#1 Revised Approach and #2 TP draft)	1 st hour: Discussion/edits of TP 2 nd hour: Biosketch discussion 3 rd hour: Revised Approach discussion	5
9	7/23	Reference Letters, Cover Letter, Academic record Human Subjects Response to Grant Summary (#1 Revised TP and #2 draft letters)	1 st hour: Principles of each 2 nd hour: Discussion/edits each 3 rd hour: Open discussion	5
10	07/30	Grant presentation (mock review)	Students will present 4-6 slides (max 10 min) to summarize their grant, followed by brief discussion and scoring.	10
	08/02	Peer Feedback (due to students and instructors)	Critique of assigned presentations (reviewer's 1-3)	10
	08/04	Final grant deadline		25
		Participation		10

Statement of University’s Honesty Policy (cheating and use of copyrighted materials)

Academic Integrity – Students are expected to act in accordance with the University of Florida policy on academic integrity (see Student Conduct Code, the Graduate Student Handbook or this web site for more details: www.dso.ufl.edu/judicial/procedures/academicguide.php).

Cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior. We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

Policy Related to Class Attendance and Make-up Work

This is an interactive class and students are expected to be present and to participate in all class sessions. Students who know they will need to miss a class session should discuss this with the instructor prior to the date of the class.

Statement Related to Accommodations for Students with Disabilities

Accommodations for Students with Disabilities

If you require classroom accommodation because of a disability, you must first register with the Dean of Students Office (<http://www.dso.ufl.edu/>). The Dean of Students Office will provide documentation to you, which you then give to the instructor when requesting accommodation.

The College is committed to providing reasonable accommodations to assist students in their coursework.

Counseling and Student Health

Students may occasionally have personal issues that arise in the course of pursuing higher education or that may interfere with their academic performance. If you find yourself facing problems affecting your coursework, you are encouraged to talk with an instructor and to seek confidential assistance at the UF Counseling & Wellness Center, 352-392-1575. Visit their web site for more information: <http://www.counseling.ufl.edu/>.

The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services, including primary care, women's health care, immunizations, mental health care, and pharmacy services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the web site at: www.health.ufl.edu/shcc

Crisis intervention is always available 24/7 from: Alachua County Crisis Center: (352) 264-6789. From the Crisis Center: **“Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. You are not alone so do not be afraid to ask for assistance.”**

Class Demeanor Expected by the Professors

As a classroom of scholars, the instructors will treat students with respect and expects respect in return. The classroom climate will be supportive, encouraging and open. To this end, no one should be taking calls or texts or using their laptops for other purposes than taking notes while the class is in session, except in the case of emergency. Electronic items must be turned off if they appear to detract from classroom discussion and attention. Please listen attentively; participation is required. When opinions differ, please listen first, and then prepare to comment. If you feel you have been treated disrespectfully by any member of the scholastic community involved in this course, please bring this to the instructor's attention privately for remediation.