

## ASM 579 Proposal Writing Fall 2018

**Course Meetings:** Monday/Wednesday, 3:05 - 4:20 PM, CDN274

**Instructor:** Michael Barton

**Office:** SHESC 152 and ECA 105

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**Office Hours:** By appointment

***This syllabus is subject to further change or revision, as needed, to best realize the educational goals of the course.***

*Necessary revisions will be announced in class or on course materials.*

### Course Description:

The aim of this course is to: a) guide you (advanced graduate student who already has established a clear research project) through the process of translating your ideas into an articulate and succinct proposal that can be competitive when applying for major national and international grants and b) develop your ability to critically review the work of others and of your own and give clear and constructive comments about how the work can be improved.

This is NOT a research design class. **You will have to have a clear research design in place before you take the class and continue to work closely with your chair and committee members throughout the semester to fine-tune it.** Proposal writing will help you transform your research design into a competitive grant.

### Course Format:

This is a graduate seminar that will meet twice a week. Each week you will write a section of a grant proposal in the format of the National Science Foundation Dissertation Improvement Grant. **Your assignments will be due by Friday at 5:00 pm of the week when the assignment is made.** Upload your document on the appropriate forum at the Discussion Board on Blackboard.

You must also review 2 of your colleagues' assignments each week. **Peer review feedback will be due in class on the following Tuesday.**

It is a good idea to work closely with your advisor (and committee if possible) while you are taking this class!

### Pre-requisites:

You should:

- have a clearly worked out research design for your project;
- be done with your coursework;
- be done with your comprehensive exams, or equivalent

### Interesting books to consider about research and proposal writing:

6, Perri, and Christine Bellamy (2012). *Principles of Methodology: Research Design in Social Science*. Sage, New York.

Booth, W. C., G. G. Colomb, G., Williams, J.M. (2008). *The Craft of Research*, 3<sup>rd</sup> edition. Chicago, University of Chicago Press. (Available at ASU online at: <http://site.ebrary.com.ezproxy1.lib.asu.edu/lib/asulib/docDetail.action?docID=10288700>).

Graff, G. and Berkenstein, C. (2010). *They Say, I Say: The Moves That Matter in Academic Writing*. WW Norton. Second edition.

Krathwohl, David R., and Nick L. Smith (2005). *How To Prepare A Dissertation Proposal: Suggestions for Students in Education and the Social and Behavioral Sciences*. Private publication (distributed by Syracuse University Press).

Leedy, P. D. and Ormrod, J.E. (2010). *Practical Research: Planning and Design*, 9<sup>th</sup> edition. New Jersey, Pearson Education, Inc. (8<sup>th</sup> edition available at ASU at Downtown Stacks: [Q180.55.M4 L43 2005](http://q180.55.M4.L43.2005)).

Locke, L. F., W. W. Spirduso, et al. (2007). *Proposals that Work: A Guide for Planning Dissertations and Grant Proposals*, 5<sup>th</sup> edition. Thousand Oaks: Sage Publications. (2<sup>nd</sup> edition available at ASU at: [Q180.55.P7 L63 1987](http://q180.55.P7.L63.1987) as a two hour reserve at Hayden, or [Q180.55.P7 L63 1987](http://q180.55.P7.L63.1987) at Science 3<sup>rd</sup> floor, or [Q180.55.P7 L63 1987](http://q180.55.P7.L63.1987) at West Stacks).

Northey, M. and McKibbin, J. (2010). *Making Sense: A Student's Guide to Research and Writing*. Toronto: Oxford University Press Canada. (Available at ASU at: [LB2369 .N67 2010](http://lb2369.N67.2010) at Hayden Stacks).

Russell, B. H. (2011). *Research Methods in Anthropology: Qualitative and Quantitative Approaches*. Fifth edition. Alta Mira Press. (Available at ASU online at: <https://ebookcentral-proquest-com.ezproxy1.lib.asu.edu/lib/asulib-ebooks/detail.action?docID=683541>).

### Course Grading Policies:

Grades will be based on weekly assignments (30%), class participation (20%), the final proposal turned in at the end of the course (30%), and reviews of other students' proposals (20%). Readings, assignments as well as completed assignments to be evaluated by the class will be posted on blackboard. To log-in go to <http://my.asu.edu>.

Final grades: Grades will be scaled in the following manner:

97-100%	A+	77-79%	C+
94-96%	A	70-76%	C
90-93%	A-	60-69%	D
87-89%	B+	below 60%	E
84-86%	B	failure due to academic dishonesty	XE
80-83%	B-		

## Incompletes

A grade of "I" (incomplete) is strongly discouraged, is normally considered only under extraordinary circumstances and may involve retaking the course. If you find that you are having difficulty keeping up with the course, please contact me immediately! A grade of "I" (incomplete) may be given at the instructor's discretion when a student is otherwise doing acceptable work but is unable to complete the course because of illness or other conditions beyond their control. You must arrange with the instructor a formal plan and schedule for the completion of the course requirements. The arrangement must be recorded on the [Request for Grade of Incomplete form](http://students.asu.edu/forms/incomplete-grade-request) (<http://students.asu.edu/forms/incomplete-grade-request>).

## Late Assignment Policy

This is a fast paced class. Each week you will have to write a new section of your proposal, as well as read carefully and comment thoroughly on the proposals of two other students. **Your assignments will be due by Friday at 5:00 pm**, so that you all have a chance to work on your material, but also devote time to reading the work of your colleagues. IT IS CRITICAL that you submit your work on time, otherwise your colleagues will not have enough time to work on it. This is not only be a detriment to you, but also to them, since 20% of their grade will depend on providing constructive comments. If you know ahead of time that you may not be able to meet the deadline on a particular week, please discuss it immediately with me so that we can come up with an alternative plan. **If your work is repeatedly late without an excuse, your final course grade will be affected.**

## Grade Appeals

ASU has formal and informal channels to appeal a grade. If you wish to appeal any grading decisions, please see <http://catalog.asu.edu/appeal>.

## Student Standards

Students are required to read and act in accordance with university and Arizona Board of Regents policies, including:

The ABOR Code of Conduct: Arizona Board of Regents Policies 5-301 through 5-308:  
[http://www.abor.asu.edu/1\\_the\\_regents/policymanual/chap5/5Section\\_C.pdf](http://www.abor.asu.edu/1_the_regents/policymanual/chap5/5Section_C.pdf)

## Academic Integrity

All students are responsible for reviewing and following ASU's policies on academic integrity: <http://provost.asu.edu/academicintegrity>. If you fail to meet the standards of academic integrity in any of the criteria listed on the university policy website, sanctions will be imposed by the instructor, school, and/or dean. Academic dishonesty includes borrowing ideas without proper citation, copying others' work (including information posted on the internet), and failing to turn in your own work for group projects. Please be aware that if you follow an argument closely, even if it is not directly quoted, you must provide a citation to the publication, including the author, date and page number. If you directly quote a source, you must use quotation marks and provide the same sort of citation for each quoted sentence or phrase. You may work with other students on assignments, however, all writing that you turn in must be done independently. If you have any doubt about whether the form of cooperation you contemplate is acceptable, ask the TA or the instructor in advance of turning in an assignment. Please be

aware that the work of all students submitted electronically can be scanned using SafeAssignment, which compares them against everything posted on the internet, online article/paper databases, newspapers and magazines, and papers submitted by other students.

## **Student Support and Disability Accommodations**

ASU offers support services through Counseling (<http://students.asu.edu/counseling>), the Learning Resources Center ([www.asu.edu/lrc](http://www.asu.edu/lrc)), and the Disability Resource Center (<http://www.asu.edu/studentaffairs/ed/drc/>). If you are a student in need of special arrangements, we will do all we can to help, based on the recommendations of these services. For the sake of equity for all students, we cannot make any accommodations without formal guidance from these services.

## **Email Communications**

All email communication for this class will be done through your ASU email account. You should be in the habit of checking your ASU email regularly as you will not only receive important information about your class(es), but other important university updates and information. You are solely responsible for reading and responding if necessary to any information communicated via email. For help with your email go to: [http://help.asu.edu/sims/selfhelp/SelfHelpHome.seam?dept\\_pk=822](http://help.asu.edu/sims/selfhelp/SelfHelpHome.seam?dept_pk=822) and file a help desk ticket by clicking on “My Help Center.”

## **Campus Resources**

As an ASU student you have access to many resources on campus. This includes tutoring, academic success coaching, counseling services, financial aid, disability resources, career and internship help and many opportunities to get involved in student clubs and organizations.

- Tutoring: <http://studentsuccess.asu.edu/node/24>
- Learning Support Services: <http://www.asu.edu/studentaffairs/lss/>
- Counseling Services: <http://students.asu.edu/counseling>
- Financial Aid: <http://students.asu.edu/financialaid>
- Disability Resource Center: <http://www.asu.edu/studentaffairs/ed/drc/>
- Major/Career Exploration: <http://uc.asu.edu/majorexploration/assessment>
- Career Services: <http://students.asu.edu/career>
- Student Organizations: <http://www.asu.edu/studentaffairs/mu/clubs/>

For more information about the School of Human Evolution and Social Change, including our degree programs, research opportunities and advising information, please go to: [http://shesc.asu.edu/undergraduate\\_studies](http://shesc.asu.edu/undergraduate_studies). Our advisors are always willing to discuss career and guidance options with you.

### ***Class Schedule and Assignments***

*Details for each assignment can be found in the 'Assignments' module on Blackboard.*

*For all assignments please use 12 pt Times New Roman or similar font for text body, with 1 inch margins, and double line spacing*

Aug. 20, 22: Introduction to course and mechanics of proposal preparation

**Assignment 1:** The NSF PAPPG (or equivalent in other program)

1. List all required parts of a standard research proposal, with page limits, proper fonts, etc.
2. List the components of "intellectual merit"
3. List the components of "broader impacts"
4. List the evaluation/review criteria for a standard research proposal

**Assignment 2:** Dissertation support grants

1. Decide on and list the program will you apply to. Provide a URL link to that specific dissertation support program description
2. List how any ways in which a dissertation grant and proposal differs from a standard grant (required parts, review criteria, who can PI, amount funded, etc.)
3. Within an outline of the parts of a dissertation proposal project description,
  1. list the specific activities and topics the program supports as being most important, and
  2. indicate how any of these are relevant to your proposed research

**Assignment 3:** NSF Biosketch (or equivalent for other funding program)

Aug. 27, 29: Learning from other proposals

**Assignment 4:** Write and post reviews of two prior dissertation funding proposals (available online – see Blackboard).

Sept. 3, 5: ***No class this week.*** Prepare proposal planning documents

Work on filling out your Proposal Planning Worksheet and on getting ready to present it to the class (Assignment 5).

Work on your proposal précis: a 1 paragraph compelling narrative expanding on items 1-3 of the Proposal Planning Worksheet (Assignment 6a).

Sept. 10, 12: Research Design: planning worksheet and précis

**Assignment 5:** Complete and post the first draft of your proposal précis.

**Assignment 6a:** Complete your Proposal Planning Worksheet, post it and present to class

Sept. 17, 19: Background: study area, theory, prior work. Tips on references and styles

**Assignment 6b:** Revise your précis and worksheet in response to discussion and comments

**Assignment 7a:** Write draft background section (6 dbl space pages max)

Sept. 24, 26: Model/hypotheses and expectations

**Assignment 7b:** Revise background section

**Assignment 8a:** Write draft model/hypotheses and expectations section (4 dbl space pages max)

Oct. 1, 3: Methods: data collection, sampling, and analysis

**Assignment 8b:** Revise model/hypotheses and expectations section

**Assignment 9:** Write draft data collection, sampling, and analysis section (6 dbl space pages max)

Oct. 8,10: **No class on Monday, FALL BREAK.** Do a partial draft

**Assignment 10:** Create a revised version of your proposal so far (précis, background, model/hypothesis/expectations, methods – 16 dbl space pages max).

Oct. 15, 17: Broader impacts, introduction, and project summary

**Assignment 11:** Write a draft broader impacts section (2 dbl space pages max)

**Assignment 12:** Transform your précis into an introduction and "intellectual merit" section (2 dbl space pages max)

**Assignment 13:** Write a draft project summary section (2 paragraphs max)

Oct. 22, 24: Research schedule, data management plan, facilities, budget and justification

**Assignment 14:**

1. Prepare a research schedule (1 dbl space page max),
2. Write data management plan (4 dbl space pages max)
3. Write a facilities statement (2 dbl space pages max)
4. Create draft budget and write budget justification section (4 dbl space pages max for justification)
5. Templates for any additional letters (collaboration, from advisor, etc)

Oct. 29, 31: Style and visual support material

**Assignment 15:**

1. Prepare drafts of figures and tables (5 pages max)
2. Generate bibliography (no limit for NSF!)

Nov. 5, 7: Presentation of proposal

**Assignment 16:** Present a 20 minute oral overview of your proposal with slides  
Work on complete draft of your proposal

Nov. 12, 14: **No class this week.** Your complete draft

**Assignment 17:** Submit complete first draft of your proposal on Blackboard and to your advisor.

**Assignment 18:** Review another proposal from class

Nov. 19, 21: Proposal presentations (Assignment 17) and job applications

**Assignment 19:** Revise and post your long CV

**Assignment 20:** Write an application letter to one of the posted job announcements

Nov. 26, 28: Discussion on proposals, jobs, and other professional topics