

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 with fair prior notice.

ASM 579: Proposal writing**Spring 2020**

Wednesday 12:00-3:00 in West Hall 144

Dr. Anne Stone

Office: LSE 417

Office hours: Monday 9:00-10:30, Tuesday 1:00-2:30
or by appointment

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Course description: This course is a practicum in proposal writing and reviewing for graduate students. Each week, students will write a section of a grant proposal in the format of the National Science Foundation Dissertation Improvement Grant. Students will also critically and constructively review the other students' proposals. The course will meet once a week and each class will consist of lectures, student presentations, and discussions designed to aid students in preparing their dissertation proposals and training for a career in academia.

Course requirements: A graduate student who takes this class should have already selected a dissertation topic. In addition, he or she should have taken an independent reading course on the topic with his or her advisor, and/or written the field statement so that the student is familiar with the literature on the dissertation topic. Students should also plan to meet regularly with their advisors to discuss their proposal over the course of the semester.

Goals: By the end of this course you will be able to:

- Evaluate grant announcements for their fit to your purposes
- Analyze grant announcements to understand the agency's requirements and priorities
- Utilize efficient strategies to prepare grants that are compliant with grant administrative requirements
- Clearly articulate your research design convincingly and succinctly to match the agency's priorities
- Critically review your grant and those of peers, following merit criteria as developed by your grant's agency
- Prepare an NSF-style grant

Coursework/grading: Grades will be based on weekly assignments and class participation (25%), the final proposal turned in at the end of the course (50%), and your reviews of other students' proposals (25%). Assignments and readings will be posted on the course web site. Readings as well as completed assignments to be evaluated by the class will be posted on blackboard. To login 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 mark of "I" (incomplete) is given by the instructor when you are otherwise doing acceptable work but are unable to complete the course because of illness or other conditions beyond your control. You are required to arrange with the instructor 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 Assignments.

NSF does not allow proposals to be turned in late so that is generally the policy for the class. In very special cases, I will allow exceptions. Requests for an exception must be written, either on paper or email, and approval must be obtained, either by an email reply or by having the paper excuse signed.

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

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

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at the Disability Resource Center (DRC) facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities.

[Qualified students with disabilities may be eligible to receive academic support services and accommodations](#). Eligibility is based on qualifying disability documentation and assessment of individual need. Students who believe they have a current and essential need for disability accommodations are [responsible for requesting accommodations and providing qualifying documentation](#) to the DRC. Every effort is made to provide reasonable accommodations for qualified students with disabilities.

Qualified students who wish to request an accommodation for a disability should contact their campus DRC at: <http://www.asu.edu/studentaffairs/ed/drc/>

If you are a student in need of special arrangements for 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.

Drop and Add Dates/Withdrawals

Please refer to the [academic calendar](#) on the deadlines to drop/withdraw from this course. Consult with your advisor and notify your instructor if you are going to drop/withdraw this course. If you are considering a withdrawal, review the following ASU policies: [Withdrawal from Classes](#), [Medical/Compassionate Withdrawal](#).

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 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/frontpage>
- 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/>

Schedule:

NOTE: Assignments that will be critiqued by classmates are due by **Sunday at noon** and should be uploaded in the appropriate folder in the discussion board.

Week 1: (January 9) Introduction and course overview.

- Topic: Discussion of the goals of constructive criticism.
- Topic: what should a CV look like?
- Assignment 1: Read the three reviews of Isbell's Mummies and Mortuary Monuments: A Postprocessual Prehistory of Central Andean Social Organization and write a two page reaction paper.

- Assignment 2: Write a professional CV and a NSF format CV.
- Assignment: Read the NSF strategic Plan for 2018-2022 (see https://www.nsf.gov/about/performance/strategic_plan.jsp)

Week 2: (January 22) How does the review process work? (and how does it differ across funding agencies?)

- Discussion of the reviews of Isbell's book
- Topic: Overview of NSF proposal review as well as that for other funding sources.
- Assignment: read example proposals and write one primary and one secondary review.

Week 3: (January 29) The NSF proposal.

- Discussion: grant panel review of assigned proposals
- Topic: What should be in the NSF proposal introduction?
- Topic: the academic job search (Please attend the talks of the various job searches!)
- Assignment: Look over the NSF grant proposal guide and the SBE DDIG guide (or the DDIG guide relevant for you).
- Assignment: Write draft Introduction section (All weekly writing assignments are due in online folder by Saturday at 5 pm. Class members must read all sections and be prepared to comment constructively by following Wednesday).

Week 4: (February 5)

- Discussion of introduction.
- Topic: Ryan Edwards will speak about the grant submission process at ASU.
- Assignment: (re)write introduction.

Week 5: (February 12)

- Discussion of revised introduction.
- Topic: dissertation committees and mentors.
- Assignment: write draft Background to research section and study area section (if applicable)

Week 6: (February 19) We will meet on Feb. 18 from 9-12.

- Discussion of background and study area sections.
- TOPIC: Publishing and the journal/book review process (also how to avoid predatory journals)
- Assignment: Write draft Model/Hypotheses section.

Week 7: (February 26)

- Discussion of Model/Hypotheses sections.
- Assignment: Write draft field and laboratory and analytical methods section (i.e. sample/data collection and analyses).
- Topic: IRB process at ASU (guest speaker Susan Metosky)

Week 8: (March 4)

- Discussion of field and laboratory methods sections.
- Assignment: Write draft analytical methods section.

Week 9: (March 11) Spring Break, no class.

Week 10: (March 18)

- Discussion of sampling and analytical methods sections.
- Topic: Broader impacts
- Assignment: Write significance of research sections (Intellectual Merits and Broader Impacts).
- TOPIC: Finding jobs outside academia (Kelly Harkins, ClaretBio, guest speaker)

Week 11: (March 25)

- Discussion of significance of research sections.
- Topic: Postdoctoral opportunities in anthropology and other fields
- Assignment: Write draft proposal summary (one page).

Week 12: (April 1)

- Discussion of proposal summaries.
- Assignment: Write research schedule, data management, facilities section, draft budget, and budget justification sections. Complete appendices, tables, and bibliography.
- Topic: How to design a TED talk/elevator speech/popular talk.

Week 13: (April 8)

- Topic: networking and social media (guest speaker: Katie Hinde)
- Discussion of research schedule, data sharing plan, draft budget, and budget justification sections.
- Assignment: Write complete proposal (due on the server by April 24) and write reviews of the other student proposals in your group (due to me on May 1).
- Assignment: prepare a 5 minute TED talk.

Week 14: (April 15).

- Present TED talk
- Topic: non-academic job (guest speaker Melissa Kruse-Peebles 11:00)

Week 15: (April 22):

- Discussion of complete proposal
- Topics: promotion and tenure.
- Assignment: Complete final proposal
- Assignment: Complete final proposal revision

Week 16: (April 29)

- Discussion of complete proposal revision
- Assignment: Complete final proposal (due just to me on May 6).
- Topic: promotion and tenure, postdoc panel.