Writing Grant Proposals for Scholarships and Fellowships
ABE 4935

Class Periods: Tuesdays, Period 8-9, 3:00pm -4:55pm
Location: Frazier Rogers Hall 283
Academic Term: Fall 2022

Instructor:
Henry Medeiros
hmedeiros@ufl.edu
352-294-6706
Office Hours: Mondays, 3:00pm – 4:00pm (or by appointment), Frazier Rogers Hall 275

Teaching Assistant/Peer Mentor/Supervised Teaching Student: N/A

Course Description
Introduces seniors in the ABE department to opportunities for obtaining scholarships, fellowships, internships, and teaching/research assistantships from federal funding agencies; includes funding sources and opportunities, provide guidelines for proposal writing. Requires preparing a proposal. (2 credits).

Course Pre-Requisites / Co-Requisites
Senior standing, must be pursuing a degree within the Agricultural and Biological Engineering department, and instructor permission.

Course Objectives
Students should leave the course with knowledge of the opportunities for obtaining funding to support graduate education (e.g., fellowships), as well as the basic tools needed for submitting a competitive research proposal.

Relation to Program Outcomes (ABET)

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to communicate effectively with a range of audiences (3)</td>
<td>High</td>
</tr>
<tr>
<td>Ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts (4)</td>
<td>Medium</td>
</tr>
<tr>
<td>Ability to acquire and apply new knowledge as needed, using appropriate learning strategies (7).</td>
<td>Medium</td>
</tr>
<tr>
<td>ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors (2)</td>
<td>Medium</td>
</tr>
</tbody>
</table>

Materials and Supply Fees
N/A

Required Textbooks and Software
N/A

Recommended Materials
N/A

Course Schedule
Week 1: Introduction to Grant Writing
Week 2: Personal Statement
Week 3: Hypothesis and Research Vision
Week 4: Background and Gaps in the Knowledge  
Week 5: Storyboard  
Week 6: Title and Outlining  
Week 7: Self Editing  
Week 8: Literature Review  
Week 9: Peer Review Panel #1-Fellowship Proposals (5 pages, following NSF GRFP model)  
Week 10: Methodology and Approach  
Week 11: Visualization  
Week 12: Budget and Timeline  
Week 13: References  
Week 14: Summary Page  
Week 15: Peer Review Panel #2-Mini research proposal (5 page research proposal)  

Attendance Policy, Class Expectations, and Make-Up Policy
Attendance is vital to class participation and in-class discussion, and is therefore required. Any significant tardy or early departure from class will be figured as a half absence. Make up assignments must be scheduled with the instructor at least 24 hours in advance of the scheduled exam time. Consideration of make-up assignments after this deadline will be by discretion of the instructor only. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies. Click here to read the university attendance policies: https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/  

Evaluation of Grades

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage of Final Grade</th>
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</thead>
<tbody>
<tr>
<td>Attendance and Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Homework</td>
<td>20%</td>
</tr>
<tr>
<td>Fellowship Essays</td>
<td>20%</td>
</tr>
<tr>
<td>Research Proposal</td>
<td>20%</td>
</tr>
<tr>
<td>Semester Project</td>
<td>10%</td>
</tr>
<tr>
<td>Research Portfolio</td>
<td>20%</td>
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</tbody>
</table>

Grading Policy

<table>
<thead>
<tr>
<th>Percent</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>93.4 - 100</td>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>90.0 - 93.3</td>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>86.7 - 89.9</td>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>83.4 - 86.6</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>80.0 - 83.3</td>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>76.7 - 79.9</td>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>73.4 - 76.6</td>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>70.0 - 73.3</td>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>66.7 - 69.9</td>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>63.4 - 66.6</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>60.0 - 63.3</td>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>0 - 59.9</td>
<td>E</td>
<td>0.00</td>
</tr>
</tbody>
</table>

More information on UF grading policy may be found at:  
UF Graduate Catalog  
Grades and Grading Policies
Students Requiring Accommodations
Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting https://disability.ufl.edu/students/get-started/. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Course Evaluation
Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://uf.bluerca.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

In-Class Recording
Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

University Honesty Policy
UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (https://sccr.dso.ufl.edu/process/student-conduct-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Commitment to a Safe and Inclusive Learning Environment
The Herbert Wertheim College of Engineering values broad diversity within our community and is committed to individual and group empowerment, inclusion, and the elimination of discrimination. It is expected that every
person in this class will treat one another with dignity and respect regardless of gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture.

If you feel like your performance in class is being impacted by discrimination or harassment of any kind, please contact your instructor or any of the following:
• Your academic advisor or Graduate Program Coordinator
• Jennifer Nappo, Director of Human Resources, 352-392-0904, jennnappo@ufl.edu
• Curtis Taylor, Associate Dean of Student Affairs, 352-392-2177, taylor@eng.ufl.edu
• Toshikazu Nishida, Associate Dean of Academic Affairs, 352-392-0943, nishida@eng.ufl.edu

Software Use
All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Student Privacy
There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: https://registrar.ufl.edu/ferpa.html

Campus Resources:
Health and Wellness

U Matter, We Care:
Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

Counseling and Wellness Center: https://counseling.ufl.edu, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Discrimination, Harassment, Assault, or Violence
If you or a friend has been subjected to sexual discrimination, sexual harassment, sexual assault, or violence contact the Office of Title IX Compliance, located at Yon Hall Room 427, 1908 Stadium Road, (352) 273-1094, title-ix@ufl.edu

Sexual Assault Recovery Services (SARS)
Student Health Care Center, 392-1161.

University Police Department at 392-1111 (or 9-1-1 for emergencies), or http://www.police.ufl.edu/.

Academic Resources
E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu. https://lss.at.ufl.edu/help.shtml.

<table>
<thead>
<tr>
<th>Library Support</th>
<th><a href="http://cms.uflib.ufl.edu/ask">http://cms.uflib.ufl.edu/ask</a></th>
<th>Various ways to receive assistance with respect to using the libraries or finding resources.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Center</td>
<td>Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.</td>
<td><a href="https://teachingcenter.ufl.edu/">https://teachingcenter.ufl.edu/</a></td>
</tr>
<tr>
<td>Writing Studio, 302 Tigert Hall</td>
<td>846-1138. Help brainstorming, formatting, and writing papers.</td>
<td><a href="https://writing.ufl.edu/writing-studio/">https://writing.ufl.edu/writing-studio/</a></td>
</tr>
<tr>
<td>On-Line Students Complaints:</td>
<td><a href="https://distance.ufl.edu/state-authorization-status/#student-complaint">https://distance.ufl.edu/state-authorization-status/#student-complaint</a></td>
<td></td>
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</tbody>
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