

ABE 4935: WRITING GRANT PROPOSALS FOR SCHOLARSHIPS AND FELLOWSHIPS

- 1. Catalog Description:** *2 credits (Fall)*. The course is intended to provide incoming upper level, undergraduate students in the Agricultural and Biological Engineering Department a broad introduction to opportunities for obtaining scholarships, fellowships, internships, and teaching/research assistantships from federal funding agencies. The course will introduce the students to funding sources and opportunities, provide guidelines for proposal writing, and require students to prepare the components of a proposal which will be reviewed by the instructor as well as other students enrolled in the course.
- 2. Pre-requisites and Co-requisites:** Undergraduate students are required to have senior status, be currently enrolled toward a degree in the Agricultural and Biological Engineering Department, and request permission from the instructor.
- 3. Course Objectives:** Students should leave the course with knowledge of the opportunities for obtaining federal funding to support their graduate education, and armed with the tools needed to compete for successfully obtaining support.
- 4. Contribution of course to meeting the professional component for ABET:** This course addresses ABET program outcomes (g), (h), (i), and (j).
- 5. Relationship of course to ABET program outcomes:**
 - (g) Communicate effectively*
 - (h) Understand the impact of engineering solutions in a global and societal context*
 - (i) Recognize the need for, and engage in lifelong learning*
 - (j) Understand contemporary engineering issues*
- 6. Instructor:** Eric S. McLamore
 - a. Office location: 105 Rogers Hall
 - b. Telephone: 352-392-1864 x 105
 - c. E-mail address: emclamor@ufl.edu
 - d. Web site:
 - e. Office hours: by appointment (8AM-5PM, M-F)
- 7. Teaching Assistant:** None
- 8. Meeting Times:**
- 9. Class/Laboratory Schedule:** None
- 10. Meeting Location:** Rogers Hall
- 11. Material and Supply Fees:** none
- 12. Textbooks and Software Required:** None
- 13. Recommended Reading:** None

14. Course Outline:

PART 1: GRADUATE FELLOWSHIP

- Introduction to Grant Writing
- Literature Review Part 1
- Hypothesis, Problem Statement, and Objectives
- Letter Writers for Fellowships
- Background and Gaps in the Knowledge
- Storyboarding and Focused Progression
- General Writing Tips
- Title and Outlining
- **Peer Review Panel #1-Fellowship Proposals (5 pages, following NSF GRFP model)**

PART 1: GRADUATE FELLOWSHIP

- Research vision
- Literature Review Part 2
- Significance of academic research
- Preliminary Results
- Visualization of scientific data
- Communication of science through information rich writing
- Self-editing
- **Peer Review Panel #2-Mini research proposal (5 page research proposal)**

PART 2: FULL PROPOSAL

- Literature Review Part 3
- General Qualifying Exam Procedures
- Methodology
- Elevator Speech and Summary Page
- Budget Basics and Timeline
- References
- Video abstract contest
- **Peer Review Panel #3-Full research proposal (15 pages, NSF model)**

15. Attendance and Expectations: Attendance is vital to class participation and in-class discussion, and is therefore required. Absences for which a medical or court excuse is provided (professional letterhead required) will be excused. Any tardiness or early departure from class of 10 minutes will be figured as a half absence. Each absence will result in the loss of 5% points up to 15%. Excused absences are consistent with university policies in the undergraduate catalog (<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>) and require appropriate documentation.

16. Grading:

Attendance and Participation	10%
Homework	20%
Video abstract	20%
Fellowship Essays	15%

Full Proposal	15%
Research Portfolio	20%

17. Grading Scale:

A	90 – 100%
B	80 – 89 %
C	70 – 79 %
D	60 – 69 %
F	< 60 %

Undergraduate students are not required to submit a full mock proposal, but may do so if they desire. Undergraduate students, in order to graduate, must have an overall GPA and an upper-division GPA of 2.0 or better (C or better). Note: a C- average is equivalent to a GPA of 1.67, and therefore, it does not satisfy this graduation requirement. For more information on grades and grading policies, please visit:

<http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html>

18. Make-up Exam Policy: Make up exams must be scheduled with the instructor at least 24 hours in advance of the scheduled exam time. Consideration of make-up exams after this deadline will be by discretion of the instructor only.

19. Honesty Policy – All students admitted to the University of Florida have signed a statement of academic honesty committing themselves to be honest in all academic work and understanding that failure to comply with this commitment will result in disciplinary action. This statement is a reminder to uphold your obligation as a UF student and to be honest in all work submitted and exams taken in this course and all others.

20. Accommodation for Students with Disabilities – Students Requesting classroom accommodation must first register with the Dean of Students Office. That office will provide the student with documentation that he/she must provide to the course instructor when requesting accommodation.

21. UF Counseling Services – Resources are available on-campus for students having personal problems or lacking clear career and academic goals. The resources include:

- University Counseling Center, 301 Peabody Hall, 392-1575, Personal and Career Counseling.
- SHCC mental Health, Student Health Care Center, 392-1171, Personal and Counseling.
- Center for Sexual Assault/Abuse Recovery and Education (CARE), Student Health Care Center, 392-1161, sexual assault counseling.
- Career Resource Center, Reitz Union, 392-1601, career development assistance and counseling.

22. Software Use – All faculty, staff and student 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.