

OCN791 –Proposal Preparation and Evaluation Fall 2008

MW 9:00-9:50am, MSB305
Sept 3 – Dec 10, 2008

<http://www.soest.hawaii.edu/oceanography/zij/education/ocn791/>

Instructor: Zackary Johnson (MSB614, 956-0844)
with lots of help from guest experts

Grading:

- 15% class participation (including round table leadership)
- 5% Goals for Class (1 paragraph, due Sept 3)
- 5% Letter of Intent (1 page, due Sept 15)
- 50% Proposal (10 pages) (10 pages body max, draft due Oct 20, final version Nov 3)
- 20% Proposal Reviews (3X 1 page, due Nov 12)
- 5% Panel summary (1 page, due 1 Dec)

Because the timing is critical, late assignments will be docked -10% per day that they are late.

Credits: 2 units

Text: Research Projects and Research Proposals, P Chapin 2004, Cambridge University Press (Available through the bookstore or other vendors.) Additional reading to be distributed in class.

OBJECTIVES:

By the end of class, students should be able to:

- List the steps involved in creating, evaluating and modifying a proposal, focusing on the scientific research proposal for funding as a model
- Use class material and expert panel testimonials to:
 - Describe mechanisms available to find research funding
 - Define the qualities that make a good proposal
 - Define the role of program managers and what they are looking for
 - List the factors that funding decisions are made on
 - Define what institutional overhead is and what it supports
 - Describe what institutional steps are required (other than writing the proposal)
 - Describe strategies and mechanisms to manage a research project
- Have improved communication skills

OCN791 Schedule Fall 2008

<u>Date</u>	<u>Day</u>	<u>Topic</u>	<u>Due</u>	<u>Chapters</u>
25-Aug	M	no class		
27-Aug	W	no class		
1-Sep	M	Labor Day		
3-Sep	W	Introduction	goals for class	Introduction
8-Sep	M	Topic Selection		1
10-Sep	W	Project Planning		2
15-Sep	M	Funding Sources	letter of intent	3-4
17-Sep	W	Funding Sources		
22-Sep	M	Round Table 1: Sources of Funding/Agency Spec.		
24-Sep	W	Proposal Preparation: Abstract/Introduction		5-6
29-Sep	M	Proposal Preparation: Science		
1-Oct	W	Proposal Preparation: Budget		
6-Oct	M	Proposal Preparation: Forms		
8-Oct	W	Round Table 2: Budget		
13-Oct	M	Student Proposal Presentations #1		
15-Oct	W	Student Proposal Presentations #2		
20-Oct	M	Student Proposal Presentations #3	proposals (1st draft)	
22-Oct	W	Student Proposal Presentations #4		
27-Oct	M	Proposal Evaluations		7-8
29-Oct	W	Proposal Evaluations		
3-Nov	M	Proposal Evaluations	proposals (final draft)	
5-Nov	W	Round Table 3: Evaluation		
10-Nov	M	Mock Panel: others' proposals		
12-Nov	W	Mock Panel: others' proposals	reviews	
17-Nov	M	Mock Panel: Student Proposals #1		
19-Nov	W	Mock Panel: Student Proposals #2		
24-Nov	M	Mock Panel: Student Proposals #3		
26-Nov	W	Mock Panel: Student Proposals #4		
1-Dec	M	Post-panel agency review	panel summary	9
3-Dec	W	Round Table 4: Managing the Project		
8-Dec	M	Incorporating Comments / Resubmission		
10-Dec	W	Closing	class review	

Round Table meetings will consist of 1-4 experts on a given topic. Experts from throughout the University will give a brief introduction highlighting their insight on the topic followed by a question and answer period for students. Each of the round tables will be lead by a team of students.

Readings: Significant additional reading will be distributed throughout the semester.