

GSND5006Q001 – Professional Skills II - Grantsmanship  
Fall 2022

**COURSE DESCRIPTION:**

This course provides students with an overview of how to develop and write a NIH-style fellowship grant, including: hypothesis development, specific aims, significance and experimental design. Upon completion of this course, students should be well-positioned to write fellowship grants and the written portion of their candidacy exam proposal.

**COURSE OBJECTIVES:**

1. To learn the structure and content of NIH grant.
2. To acquire skills for effective grant writing.
3. To develop an original scientific research grant in NIH format.
4. To practice the process of developing a scientific research project.
5. To become familiar with the grant review process.

**COURSE FORMAT:**

The course will consist of short 30 min lectures followed by TBL for students to discuss their proposals.

**FACULTY AND STAFF:**

FACULTY	DEPARTMENT	OFFICE	EXTENSION	E-MAIL ADDRESS
Dr. Terri Wood	Pharmacology, Physiology & Neuroscience	H1200	2-6529	woodte@rutgers.edu
Dr. Karen Edelblum	Pathology, CII	G1228	2-3071	karen.edelblum@rutgers.edu

**EVALUATION METHODS & COURSE GRADING**

**Assessment/Evaluation:**

Students are required to develop an F31 research plan based on their dissertation research. This requires the development of hypothesis, two specific aims, significance and experimental design, which will be evaluated in weekly assignments. Team-based learning will be used to encourage discussion of their project and writing assignments. Completion of all writing assignment exercises is required. At the conclusion of the course, students turn in a grant in the form of an F31 (7 pages).

**Course Grading:**

Satisfactory, unsatisfactory

**EDUCATION PORTAL AND CANVAS COURSE ACCESS:**

The CANVAS course website is an essential part of the Professional Skills II: Grantwriting Course. CANVAS can be accessed using the Educational Portal website at <https://ep.njms.rutgers.edu>.

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The Education Portal provides single sign-on and “one stop shopping” site for various academic systems such as CANVAS, Education Management System, Digital Media Portal, Virtual Microscopy, SOCRATES, etc.

If the Education Portal is unavailable, direct links for CANVAS, NJMS Video, Virtual Microscopy etc., are provided below:

**CANVAS:** To access all course information log onto CANVAS at: <https://canvas.rutgers.edu/>

**ABSENCE FROM COURSE LECTURES AND TBL SESSIONS:**

**There are no exams for this course. However, students are expected to attend all lectures, participate in all TBL sessions and submit all required exercises on time unless given permission by course instructors and according to the SGS policy for missed exams stated below.**

**SGS** has issued a **MISSED EXAM POLICY** for students enrolled in their programs. Below are the valid excuses for missing a quiz or exam in this course (verbatim from the SGS Exam Policy):

- 1) Significant illness, with official note by doctor, which must include a valid reason for missing the exam. The doctor’s note cannot result from a remote (online) diagnosis.  
NOTE: Illness prior to the exam ("didn't have time to study") does not constitute a valid excuse, although exceptions can be given by the SGS Associate Dean of Student Affairs if the prior illness has been severe or lengthy.
- 2) Death in the immediate family (parents, siblings, children, grandparents, aunts/uncles, niece or nephew, sister-in-law or brother-in-law, parents-in-law, first-cousins).  
Verification, with dates, is required, but this can be a newspaper announcement, event (e.g. wake) announcement, etc.
- 3) Medical/dental school interview, in which the interview or unavoidable travel overlaps with the exam. Copy of the invitation letter.
- 4) Presentation at a meeting. Proof of attendance required.
- 5) More than two final exams on the same day. (NOTE: An exam should not be rescheduled for an individual with two exams on the same day). If a student has more than two exams on the same day, they will need to contact the SGS Associate Dean of Student Affairs, who will contact the course directors about allowing the student to take one of the exams on a different day. The vast majority of schools across the country, including Rutgers New Brunswick, allow up to two final exam in the same day.
- 6) Permission of SGS Associate Dean of Students Affairs, with consultation of course-director. This will be rare, but is meant to account for valid, but unforeseen circumstances.

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Each of these reasons will require some form of documentation to be submitted to verify the absence. For the full policy, please follow this link:

[http://njms.rutgers.edu/sgs/current\\_students/docs/new/ExamPolicy.pdf](http://njms.rutgers.edu/sgs/current_students/docs/new/ExamPolicy.pdf)

**CODE OF PROFESSIONAL CONDUCT (WRITING ASSIGNMENTS):**

All students have a fundamental responsibility for maintaining academic integrity and intellectual honesty in their academic and professional endeavors. They are expected to observe generally accepted principles of scholarly work, to submit their own rather than another's work, to refrain from falsifying data, to acknowledge the published work of others in an appropriate manner, and to refrain from receiving or giving aid during examinations or other work requiring independent effort. When submitting written material, students take full responsibility for the originality of all work not otherwise identified by appropriate acknowledgments and imply that both the ideas and words used are their own. All students are expected to respect the property of faculty and other students, and not use research equipment or laboratory supplies of others without permission.

To view the full policy for the Code of Professional Conduct in the School of Graduate studies regarding examinations, research and oral presentations follow this link:

[http://njms.rutgers.edu/sgs/current\\_students/ac\\_integ.php](http://njms.rutgers.edu/sgs/current_students/ac_integ.php)

**ACADEMIC WARNING POLICY:**

[http://njms.rutgers.edu/sgs/documents/policys/SGS\\_Academic\\_Warning\\_Policy.pdf](http://njms.rutgers.edu/sgs/documents/policys/SGS_Academic_Warning_Policy.pdf)

Each program shall clearly inform students of the criteria for satisfactory academic performance. Academic standing will be reviewed each semester by the Program's Academic Standing Committee. Students who receive less than an average grade of "B" in the designated Core course(s) or have a GPA less than 3.0 will receive an academic warning notice. Students performing below satisfactory levels of proficiency as outlined by the program may also receive a written warning notice. The written warning states the problem(s), outlines those measures needed for improvement and sets a deadline for compliance. Letters informing students of an academic warning will be sent within 30 calendar days of the end of the semester. A request will be made to students receiving academic warning letters to meet with the Program Director and/or the Academic Standing Committee.

**COURSE ADD/DROP POLICY:**

**Policy for the Addition of a Course:**

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Students may add courses with the approval of the instructor (when required) and the program director. A student wishing to add a course after the general registration period has closed, must complete the “Add/Drop/Withdraw” form and have appropriate approval of the course instructor (when required) and program director prior to the start of the course. Registration will not be permitted beyond the first week of a course. Credit will not be given for courses in which the student was not registered.

### **Add Course Form Link:**

<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=96fcae95-bc67-45fb-8da3-11300ded2e99>

### **Policy for Dropping a Course:**

Students may drop courses with approval of the instructor (when required) and the program director. Students submitting a completed “Add/Drop/withdraw” form to the SGS Registrar’s office within 10 academic days of the start of the course will receive a full tuition refund and the course will not appear on their official transcript. The drop period of 1-10 \*academic days, is distinguishable from the withdrawal period in that the drop period is without penalty. A completed and approved Add/Drop/Withdraw” form(s) must be received by the Registrar’s office within the time periods set forth above in order for a course(s) to be “dropped”.

### **Drop Course Form Link:**

<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=c45635ca-6a1e-4936-b436-337b211b8433>

**\*An academic day is defined as a day that the SGS campus at which the student is enrolled is open for business.**

## **REASONABLE ACCOMMODATIONS AT RUTGERS SCHOOL OF GRADUATE STUDIES:**

Rutgers School of Graduate Studies is committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. mental health, attentional, learning, chronic health, sensory, or physical). To ensure access to this please contact Student Affairs, to engage in a confidential conversation about the process for requesting reasonable accommodations in the classroom setting. Students are encouraged to register with the Office of Student Affairs as soon as they begin their program. Accommodations are not provided retroactively. Rutgers School of Graduate Studies encourages students to access all resources available through the School for consistent support and access to their program.

More information can be found online at

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[http://njms.rutgers.edu/education/student\\_affairs/student\\_support/disability\\_services.cfm](http://njms.rutgers.edu/education/student_affairs/student_support/disability_services.cfm).

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must complete the ODS registration form: <https://webapps.rutgers.edu/student-ods/forms/registration> and contact the RBHS Office of Disability Services at 973-972-5396 or [cindy.poorepariseau@rutgers.edu](mailto:cindy.poorepariseau@rutgers.edu) to make an appointment for an intake interview. You will also be asked to provide documentation of your disability:

<https://ods.rutgers.edu/students/documentation-guidelines>.

If the documentation supports your request for reasonable accommodations, the Office of Disability Services will provide you with a Letter of Accommodations. This Letter will be used to notify appropriate school personnel about the accommodations you are qualified to receive. To begin this process, please complete the Registration form on the ODS web site at: <https://webapps.rutgers.edu/student-ods/forms/registration>.

### **TEACHER-LEARNER POLICY RUTGERS SCHOOL OF GRADUATE STUDIES:**

The Rutgers SGS Newark Health Science Campus strongly believes that teaching and learning should take place in a climate of mutual respect where students and faculty are equally responsible for maintaining a professional and collegial environment. An environment where students are evaluated based upon accomplishment, professionalism and academic performance. We are committed to maintaining a positive learning environment and the highest standards of behavior in the teacher-student relationship.

To view the full Teacher-Learner policy for the School of Graduate studies, please follow this link: [https://njms.rutgers.edu/sgs/current\\_students/docs/Teacher%20Learner%20Policy.pdf](https://njms.rutgers.edu/sgs/current_students/docs/Teacher%20Learner%20Policy.pdf)