



Source: <https://visme.co/blog/proposal-template/>

ENGL 5573 Grant and Proposal Writing

2024 Spring | Online | Mondays 6 p.m-7 p.m.

<https://msutexas-edu.zoom.us/j/8623539643>

English 5223 prepares you for a special type of writing: the writing/design of proposals and grant applications, etc. As proposal writing becomes more of a required developmental or even survival means for businesses and organizations, a good understanding of and effective techniques in proposal writing are being more and more recognized as a necessity in workplace communication. Within such a context, this course aims to provide you with an opportunity not only to practice different genres of proposal writing but, more importantly, to develop the rhetorical skills for analyzing key issues in proposal writing contexts and for designing effective proposals.

Course Objectives

- acquire an understanding of the grant writing process
- learn how to locate and assess potential funding opportunities for a non-profit agency, a government agency or school district, and as an individual
- demonstrate the ability to create and submit a persuasive, competitive grant application
- learn how to edit grants and proposals to address and meet all RFP or award guidelines

Contact Information

Instructor: Meng Yu, PhD.

Email: meng.yu@msutexas.edu

Phone: 940-397-4086

Zoom Id: 862 353 9643 (Zoom meeting every Monday.)

I will check the email from Monday to Friday 8 am to 5 pm. Messages sent outside this time span will not be check until the next business day. Please note: There is a chance that I will not see the email on the same day that you send it. Therefore, please anticipate waiting at least 24 hours for a response to emails.

Office: BW201

Office Hours: Monday to Wednesday, 10:30 a.m.-12:15 p.m. or by appointment over Zoom

Texts

Textbook selection for this course might be a little unconventional to most of you. Unlike most courses where your instructor selects the textbook for you, for this course, you will select the main textbook for yourself. You may pick any recently published book on grant/proposal writing that you like (this book will be used for your book report project). Keep in mind, however, that there are many different types of grants and proposal writing, so you want to pick a book that directly deals with the particular type of writing you'll be doing for the final project.

Recommended books

Miner & Ball. *Proposal Planning & Writing*. Sixth edition. Greenwood, 2019.

Karsh & Fox. *The Only Grant-Writing Book You'll Ever Need*. Fourth edition. Basic Books, 2014.

Freed, Romano, & Freed. *Writing Winning Business Proposals*. Third Edition, McGraw-Hill, 2011.

Please also check the textbooks descriptions on D2L for more information.

Assessment

All assignments receive a numeric grade based on the 100-point scale. Assignments are weighted. Here is the rough weight of each major assignment, and I might adjust weights of assignments as the semester progresses.

- Participation and Responses (25%)
- Conference proposal project (10%)
- Junk mail assignment (15%)
- Final Project Portfolio (45%)
 - Initial proposal
 - RFP analysis
 - Grant proposal
 - Reflection
- Final presentation (5%)

Your final grade will be converted to a letter grade as follows:

A 89.5-100 B 79.5-89.4 C 69.5-79.4 D 59.5-69.4 D< 59.4

Attendance & Participation

Students with two unexcused absences are subject to an administrative withdrawal from the course. School closure policy: **If the university is closed due to weather or a security alert on the date of a scheduled class, the class still will be held in Zoom.**

Professionalism

Members of this class are expected to treat one another with courtesy, professionalism, and respect. Repeated unprofessional, rude, or inappropriate behavior can result in 50-100 points being deducted from a student's final grade for the course per instance of such behavior.

Honor Code

All students are expected to adhere to the Midwestern State University Student Honor Creed when completing any work for this course. When using the content or ideas of others, both published and unpublished sources, students must use accepted documentation conventions (e.g., APA or MLA). To read the Student Honor Creed and the university's policy on academic dishonesty, access the *MSU Student Handbook* published to the [Office of Student Conduct website](#)

Research & Creative Opportunities at MSU

MSU provides resources that supports graduate students engaged in research and creative works. Here are some links you can check:

- [Graduate Student Research Grants](#)
- [Graduate Writing Help](#)
- [Graduate Student Resource Center](#)

Accommodations

Midwestern State University is committed to providing equal access for qualified students with disabilities to all university courses and programs, and by law, all students with disabilities are guaranteed a learning environment that provides reasonable accommodation of their disabilities.

This guarantee is provided through Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The ADA reads: "No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subject to discrimination by any such entity."

To obtain disability support services, students must

- be accepted for admission to Midwestern State University,
- complete a request for services form available through the [Office of Disability Support Services](#), and
- provide current documentation from a qualified professional (such as a licensed physician, psychologist, audiologist, etc.) diagnosing the disability, as defined by the Americans with Disabilities Act.

If the instructor does not have proper notification, she will expect the same performance from each student enrolled in the course.

Spring 2024 Schedule

This schedule reflects a plan for the course, but deviations from this plan will become necessary as the semester progresses. Students are responsible for taking note of changes announced during class time when they occur.

Day	Activities	Due
Week 1 1/16	Martin Luther King Jr. Day-No meeting Intro to the course (syllabus & schedule) Intro to junk mail assignment	
Week 2 1/22	Intro to the conference proposal assignment Intro to the final project Overview of Grant Process	Junk Mail Assignment: book selection
Week 3 1/29	Academic conference proposal writing Guest Speaker: Dr. Suhua Huang, Professor, College of Education (TBD)	
Week 4 2/5	Final project—sharing your project ideas Pr	Initial final project idea
Week 5 2/12	Funding sources Guest Speaker: Brittany Norman, MA, Research Administrator Office of Sponsored Programs and Research (TBD)	
Week 6 2/19	Guest Speaker (TBD)	Academic conference proposal assignment due, Friday, 2/23 by midnight
Week 7 2/26	Guest Speaker (TBD)	
Week 8 3/4	Final project—initial proposal Final project—getting started strategic planning and research Final project—letter of inquiry	Junk mail due, Friday, 3/8 by midnight
Week 9 3/11	Spring Break: No Class	
Week 10 3/18	Introduction to RFP assignment Funding sources and RFP sample analysis	Initial proposal, Friday, 3/22 by midnight
Week 11 3/25	Writing your situation, objectives, & methods	RFP Analysis
Week 12 4/1	Guest Speaker on Scientific grant application and budget (TBD) Critique on situation, objectives, & methods Writing your budget and qualifications	Situation, objectives, & methods
Week 13 4/8	Critique on budget and qualifications Writing the benefits and conclusion sections	Budget & qualifications
Week 14 4/15	Critique on benefits and conclusion Preparing your appendices Presentation discussion	Benefits & conclusion Complete 1st draft

Week 15 4/22	Project Presentation	Reflection due, Friday, 4/26 by midnight
Week 16 4/29	Project Presentation	Formal proposal due, Friday, 5/3 by midnight