



EAST TEXAS A&M
UNIVERSITY

**PSY 697.01W GRANT DEVELOPMENT & ADMINISTRATION
COURSE SYLLABUS: WINTER MINI 2025**

INSTRUCTOR INFORMATION

Instructor of Record: Dr. Tammi Vacha-Haase
Additional Instructors: Dr. Brent Donham & Dr. Lucy Pickering
University Email Address: brent.donham@tamuc.edu; lucy.pickering@tamuc.edu

Lectures are offered synchronously via Zoom at 2-4pm. They are recorded and available after 5pm in the course shell. Dr. Pickering will check the Virtual Office daily. Questions posted in the virtual Office will be answered within 24 hours (M-F).

COURSE INFORMATION

Course Description

This course will provide students with the skills and knowledge to prepare grant proposals (pre-award) and manage awarded grants (post-award). Topics covered include, but are not limited to identifying funding sources, proposal development, budget development, project administration, research compliance, regulatory committees (IRB, IBC, IACUC), and ethics in research practices.

Student Learning Outcomes

1. Students will be able to identify and summarize the stages of the life-cycle of preparing and administering a grant.
2. Students will be able to apply principles of effective grant preparation and administration
3. Students will be able to demonstrate their new knowledge by undertaking assignments representing significant stages in the life-cycle of preparing and administering a grant

The syllabus/schedule are subject to change.

Materials

Supplemental readings will be required throughout the course. They will be discussed in the lectures and placed in the Electronic Course Shell

COURSE REQUIREMENTS

Student Responsibilities or Tips for Success in the Course

This is a very short semester. You should anticipate spending 2-3 hours a day completing the lecture, the reading and work assignments from Monday-Friday. There will be additional project work to do over the weekends.

All deadlines are clearly given in the syllabus, and we encourage you to begin the semester by looking over the deadlines and work schedule carefully. Please do the assigned reading for each day BEFORE the class takes place. You must have access to the internet available to you throughout this course in order to complete the work successfully. Due to the semester being short, late work or make-up work will not be accepted. Except for unforeseen and/or unpreventable circumstances, no exceptions will be made to this policy.

GRADING: Satisfactory/Unsatisfactory

ASSESSMENT:

ASSIGNMENTS	DUE DATE
Participation, e.g., reading guides, written reflections	Throughout
Worksheet 1: Developing a Research Agenda	December 18
Worksheet 2: Drafting your Plan	December 20
Worksheet 3: Identifying Funding Opportunities	January 2
Worksheet 4: Budget & Budget Justification	January 2
Worksheet 5: Grant Proposal Summary	January 8
IRB Review Application	January 10

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

The syllabus/schedule are subject to change.

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a ETAMU campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

UNIVERSITY PROCEDURES/POLICIES

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

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<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

ETAMU Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

East Texas A&M University
Velma K. Waters Library Rm 162

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Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

East Texas A&M University will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and East Texas A&M Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East Texas A&M campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

East Texas A&M Supports Students' Mental Health

The Counseling Center at East Texas A&M, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

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COURSE OUTLINE / CALENDAR

Date	Day	Session	Assignments
12/16	M	Course introduction (Vacha-Haase) Establishing a research agenda (Donham)	Assignment: Worksheet 1: Developing a Research Agenda
12/17	T	Grant development and administration overview (Donham) <ul style="list-style-type: none"> - Grant life cycle - Pre-Award services - Post-Award services - Basic terminology 	Reading: https://www.grants.gov/learn-grants/grants-101/ Reading Guide Form Assignment: Worksheet 1: Developing a Research Agenda
12/18	W	Identifying funding sources – Federal and 501c3 foundation agencies (Donham/Girod)	Reading: TBA Assignment: Worksheet 2: Drafting a Plan
12/19	R	How to read a funders request for proposal and best practices for writing a grant (TIG)	Reading: TBA Assignment: Worksheet 2: Drafting a Plan
12/20	F	Proposal budget development and grant submission (Kinnaird/Russell)	Reading: TBA
		No lectures (December 23 – January 1)	Assignment: Worksheet 3: Identifying Funding Opportunities Worksheet 4: Budget and Budget Justification
1/2	R	Post-award administration (Pinckard)	Reading: TBA Assignment:
1/3	F	Ethics of academic authorship (Pickering)	Reading: https://ori.hhs.gov/integrity-scientific-research-videos Reading Guide Assignment: Worksheet 5: Grant Proposal Summary
1/6	M	Regulatory committees (Cavanaugh)	Reading: TBA

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			Assignment: Worksheet 5: Grant Proposal Summary
1/7	T	Research ethics (Pickering)	Reading: TBA IRB Submission Assignment: Worksheet 5: Grant Proposal Summary
1/8	W	Provost Perspective (Vacha-Haase)	Assignment: Complete an IRB Review Application
1/9	R	ETAMU Research Incentive Programs (Donham)	Assignment: Complete an IRB Review Application
1/10	F	Final project discussions / Wrap Up (Donham/Pickering)	

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