1. **What is the course modification?**

   This is a new course request.

2. **Why is this course being requested or modified?**

   This is a new 1 credit course on grant writing for graduate students. As part of graduate education, we must prepare our graduate students to be successful as professionals in their chosen careers. Grant writing is a key component of any professional career. Currently, CTAHR does not offer a course on this subject matter.

3. **How will the content be organized.**

   Please see attached syllabus. The course is currently being offered on an experimental basis as FSHN 682 Special Topics in Nutritional Sciences. We are currently using the textbook “Writing Successful Science Proposals” by Freidland and Folt (2000, Yale University Press). There are currently 15 graduate students enrolled in the class.

4. **What other courses at UHM closely parallel the proposed course and in what way will the latter make a distinct contribution?**

   We found NO comparable courses for graduate students, within CTAHR nor outside of CTAHR. The only comparable is a workshop offered by the Center for Teaching Excellence on grant writing that is put on periodically.

5. **Where or how does the proposed course fit into the current and future curriculum?**

   The course is a 1-credit elective. The course is designed to provide useful information for graduate students as they work through their program. The course fits in well with two similar courses offered within CTAHR. That is FSHN, ANSC, TPSS 652 – Information Research Skills; and TPSS 654 Communications in the Sciences.

6. **Why is the number of credits and level justified? Explain the prerequisites and the absence thereof.**

   The course is a 1 credit elective for graduate students. The course has no prerequisites other than graduate student standing. The course will be enrollment limited per semester to 20 and CTAHR students will be given first
choice in enrollment.

7. **How will the course assist students to achieve the critical skills and competencies expected of CTAHR graduates?**

The course will assist the students in several critical professional skills and competencies. Specifically:

1. **Writing** – the course will require the students to write a proposal; the course through the various writing assignments will ask the students to develop a proposal using a common RFP and both the students and the instructors will provide peer review feedback on the proposal.

2. **Oral communication** – through group work in the class, the students will have to speak to each other to provide feedback on the written work.

3. **Analytical/Problem Solving Skills** – writing a successful grant proposal is all about defining a problem or a need, or identifying a gap in knowledge and making a compelling case toward seeking funding using critical thinking skills.

4. **Business Management Skills** – as part of the course, the students will have to prepare budgets and budget justifications.

5. **“Real World” Experience** – the course provides training in one the most critical skills that future academics or non-academics working in the private sector need. Whether it is writing a grant to do research or seeking funding for salaries for staff at a non-profit organization or “pitching” a proposal in a business – the skills are similar.

6. **Computer Skills** – the course uses a class web page and much of the communication between instructor and students is done by e-mail or via the class web page. In addition, World Wide Web links to the class are provided to the students via the class web page.

8. **How will the students be evaluated?**

The syllabus outlines the expectations of the students. The course is graded through evaluation of the writing assignments and through class participation.

9. **What are the minimum qualifications for teaching this course? Is a qualified instructor now available?**

The course is being team taught currently by Dr. Doug Vincent, Special Director for Grants and Contracts and Dr. Brian Turano, Grants Specialist for CTAHR. There are no particular requirements to teach the course, other than experience and skill in writing grant proposals.

10. **How will the course be financed, assuming no further cutbacks?**

The course requires no additional resources. There are no labs. There is
potential for the course to be offered via the Outreach College and thus might generate revenue for CTAHR.

11. **Has the course been offered before? Is there demand for it?**

   The course is currently being offered, experimentally through Special Topics in Nutritional Sciences. There are 15 students in the class from the following CTAHR Graduate Programs: Animal Sciences, Nutritional Sciences, Food Science, Tropical Plant Pathology, Entomology, Molecular Biosciences, Natural Resource and Environmental Management and one non-CTAHR program: Urban and Regional Planning. The course also has both M.S. and Ph.D. students enrolled in it. We anticipate that since the numbers of CTAHR graduate students are growing, the demand for the class will continue.

12. **Is the course cross-listed with another department?**

   Currently the plan is to cross list the class with the Food Science and Human Nutrition program. However, if approved, we would likely request further cross-listing with other graduate programs in CTAHR, should there be desire.