

**Anthropology 790:  
Research Design, Professional Ethics, and Grant Writing for Anthropologists**

**Instructor:**

**Email:**

**Office Hours:**

**Intent of Class:**

This seminar is designed to introduce graduate students in all anthropology subdisciplines to the process of developing research designs, preparing successful grant proposals, and developing professional ethics and behavior. The class will deal with four related elements: (1) professional ethics, which will include research propriety as well as professional behavior; (2) how to conceptualize and design a research project; (3) where to look for funds and how to write a research proposal, including “nuts and bolts” aspects, such as constructing a professional *curriculum vitae* and developing budgets; and (4) how to evaluate and critique research proposals. Approximately the first third of the semester will be devoted to item (1), while the remainder focuses more directly on grant preparation. The primary intents of this class for M.A. students is to enable them to prepare competitive proposals to fund thesis research, to supplement research opportunities provided by faculty, and to develop their thesis prospectus. For Ph.D. students, a major objective is to prepare a proposal for funding their dissertation research. Another intent of the seminar is to acquaint students with the (often strange and bizarre) habits of major and minor funding agencies. Finally, the class will provide you with some elementary standards and expectations of professionalism.

**Expected Learning Outcomes:**

This is a graduate seminar and is intended to add to your professional training throughout graduate school and before entering the discipline. By the end of this seminar, you will:

1. Appreciate the range of ethical issues within the profession.
2. Obtain considerable knowledge of the “ins and outs” of grantsmanship, including grant preparation, budgeting, and knowing where to look for research funds.
3. Combine information on all topics to assist you in becoming more competitive in the job market and as a professional.

**Texts:**

Required:

Carr, C.

2015 *The Nuts and Bolts of Grant Writing*. Sage Publications Inc.

Locke, L, W. Spirduso, & S. Silverman

2007 *Proposals that Work: A Guide for Planning Dissertations and Grant Proposals*. Sixth Edition. Sage Publications Inc.

Stanley, D.

1996 *Writing from the Winner's Circle: A Guide to Preparing Competitive Grant Proposals*.  
University of Nebraska, Lincoln. EPSCoR office. [provided]

There also will be some assigned articles.

Optional Supplemental text:

Browning, L.

2001 *Grant Writing for Dummies*. Wiley Publishing.

**Course Requirements:**

This is very much a discussion-oriented course, and everyone is expected to read the assigned materials and contribute to the discussion in a professional manner. I am assuming that all students in this class come to it with some idea of the research they intend to do for their theses or dissertations. A major requirement will be the preparation of a research proposal. For Ph.D. students, the proposal's format will follow National Science Foundation (NSF) guidelines or those of other approved agencies. I hope you will take advantage to this course to prepare a proposal actually used to solicit funding for your dissertation research. For M.A. students, your proposal will consist of a draft of your M.A. prospectus that you will later present to your committee. If you have already done this, you will be required to submit a less intense proposal (compared to the NSF format), such as for the National Geographic Society or Wenner-Gren formats. For "streamer" students, individual circumstances will apply. Regardless of which format you use, you also will be required to give an oral presentation of your proposal; this will be evaluated by your student colleagues. Students also will be required to prepare another, smaller, proposal that can be submitted to various UNLV or other organizations.

**Grading:**

<u>Task</u>	<u>%</u>
preparation of professional <i>curriculum vitae</i>	05
"ethical dilemma" formulation and resolution	10
research statement for proposal	05
review/critique of proposals	10
budget exercises	10
oral participation	15
oral presentation of proposal	10
UNLV internal proposal*	05
Proposals	30

\*This does not have to be submitted, although in many cases I expect you will want to do so. Although you are expected to prepare proposals in this class, your grade is totally and entirely independent of the outcome of any proposals that are actually submitted.

**Proposed Schedule and Readings (this is tentative, and may be modified; for example, I may have to miss one class to serve on an NSF panel, but the date is not yet set; you will learn that flexibility is a key concept in contemporary research!)**

Week	Topic	*L	S	C
Jan. 18	No class-Martin L. King day			
Jan. 25	orientation/content/expectations	1	1	1,2
Feb. 1	professionalism: professional behavior cv; presenting, staying on time and not slamming doors!			
	ethics 1: loyalty, data ownership, human subjects, dealing with rejection, working together		2	
Feb. 8	ethics 2: plagiarism, “fake” data, publication, and other gremlins			
Feb. 15	no class-G. Washington holiday			
Feb. 22	develop group case study ethical dilemma to turn in (details to be provided)			
Feb. 29	ethics...what is ethical? Discussion of group ethical dilemmas			
Mar. 7	elements of a research design; types of grants	3,4	2,3	5,6
Mar. 14	where the \$\$ are--preparing budgets; budget exercise	8	4	3,4,5
Mar. 21	Spring Break			
Mar. 28	guest lecture-David Paul, UNLV Office of Sponsored Programs (date tentative)			
April 4	putting it all together--preparing your proposal—components of a winning proposal and assignment of proposals for review/critique	5,6,7,9		5-10
April 11	critiques of previous proposals/student research statements proposal discussion/questions		7	
April 18	oral proposal presentations			
April 25	oral proposal presentations			
May 2	panel discussion			
May 9	final evaluations of proposals			

**\*Key: L=Locke; S=Stanley; C=Carr**

### **Course Conduct and Attendance:**

Dates for assignments and papers will be announced at a later point. Late papers will be graded down; I have heard all excuses and am unlikely to be sympathetic unless you come up with something really imaginative. You are expected to arrive on time, prepared for class activities. You also should not be reading newspapers or other distracting materials during class and you most assuredly should *turn off* your cell phones (no calls OR texting!). No classes may be missed without prior approval or due to emergencies.

### **Miscellaneous Policies and Information:**

**Academic Misconduct** – Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV’s function as an educational institution.

An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the *Student Academic Misconduct Policy* (approved December 9, 2005) located at: <http://studentconduct.unlv.edu/misconduct/policy.html>.

**Copyright** – The University requires all members of the University Community to familiarize themselves with and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at: <http://www.unlv.edu/provost/copyright>.

**Disability Resource Center (DRC)** – The UNLV Disability Resource Center (SSC-A 143, <http://drc.unlv.edu/>, 702-895-0866) provides resources for students with disabilities. If you feel that you have a disability, please make an appointment with a Disabilities Specialist at the DRC to discuss what options may be available to you.

If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to the instructor during office hours so that you may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do not approach the instructor in front of others to discuss your accommodation needs.

**Religious Holidays Policy**—Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor within the first 14 calendar days of the course for fall and spring courses (excepting modular courses), or within the first 7 calendar days of the course for summer and modular courses, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit: <http://catalog.unlv.edu/content.php?catoid=6&navoid=531>.

**Transparency in Learning and Teaching**—The University encourages application of the transparency method of constructing assignments for student success. Please see these two links for further information:

<https://www.unlv.edu/provost/teachingandlearning>

<https://www.unlv.edu/provost/transparency>

**Incomplete Grades** - The grade of I – Incomplete – can be granted when a student has satisfactorily completed three-fourths of course work for that semester/session but for reason(s) beyond the student’s control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. The incomplete work must be made up before the end of the following regular semester for undergraduate courses. Graduate students receiving “I” grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade.

**Tutoring and Coaching**—The Academic Success Center (ASC) provides tutoring, academic success coaching and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, visit <http://www.unlv.edu/asc> or call 702-895-3177. The ASC building is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of the SSC (ASC Coaching Spot). Drop-in tutoring is located on the second floor of the Lied Library and College of Engineering TEB second floor.

**UNLV Writing Center** – One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance. Appointments may be made in person or by calling 702-895-3908. The student’s Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: <http://writingcenter.unlv.edu/>

**Rebelmail** – By policy, faculty and staff should e-mail students’ Rebelmail accounts only. Rebelmail is UNLV’s official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students’ e-mail prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu. Emailing within WebCampus is acceptable.

**Library statement:**

Students may consult with a librarian on research needs. For this class, the Subject Librarian is ([https://www.library.unlv.edu/contact/librarians\\_by\\_subject](https://www.library.unlv.edu/contact/librarians_by_subject)). UNLV Libraries provides resources to support students’ access to information. Discovery, access, and use of information are vital skills for academic work and for successful post-college life. Access library resources and ask questions at <https://www.library.unlv.edu/>

**Final Examinations** – The University requires that final exams given at the end of a course occur at the time and on the day specified in the final exam schedule. See the schedule at: [http://www.unlv.edu/registrar/calendars\\_](http://www.unlv.edu/registrar/calendars_)

**Any other class specific information** - (e.g., absences, make-up exams, extra credit policies, plagiarism/cheating consequences, policy on electronic devices, specialized department or college tutoring programs, bringing children to class, policy on recording classroom lectures, etc.)