BISC 585
Scientific Writing and Reviewing

Day and Meeting time/place:
Mondays, 10am-Noon
AHF 259

Jan 9 - Organizational/Introductory meeting
Review syllabus, activities and course expectations

Jan 16 – MLK Jr. (Holiday; no class)

Jan 23 - Overview of the proposal process
Discussion of the grant funding process
- agencies and foundations
- proposal process
- review process (peer and program manager roles)
Brief overview of the NSF review process
- Mail review
- Panel Review
- Ethics of review

Assign proposal #1 for practice review session

Jan 30 - NSF and Fastlane
Introduction to NSF proposal submission process
'Hands-on' view of electronic submission (surfing Fastlane)
The nuts and bolts of NSF proposals
- Criterion 1 (Intellectual Merit)
   planning a project (scope, focus)
- Criterion 2 (Broader Impacts)
   issues and options (how to make it work)
- Data Management Plan

Feb 6 – More Fastlane
Introduction to NSF budget pages (more Fastlane)
- How to put together a budget
   Discussion and dissection of the NSF budget
- Strategies for budgeting (political and practical)
The Proposal submission process within USC

Feb 13 – Practice Review #1
Review of proposal #1 as a mock panel
Evaluate the review process of the mock panel
Assign proposal #2 for practice review session (Mar 6)

Feb 20 – President's Day (Holiday; no class)
Full student proposal outlines due

Feb 27 No Class (ASLO week)
Proposal writing

Mar 6
Review proposal #2 as a mock panel
Evaluate the review process from the mock panel

Mar 13 - Spring Recess (no class)

Mar 20 - Team and Leadership
How to hire, who to hire, when to hire
   - The process
   - The ethics of hiring
   - Personnel management and the system
   - Resources (and hurdles) to hiring within the university
   - How to handle problems - what to avoid - what to manage
Collaborators & Subcontracts
Leadership and Project Management (What's the difference?)
Project Management Issues and Tools
   - How to handle groups
   - Ego management
   - Authorship issues
   - Top-down vs bottom up management styles
   - How to manage conflicts
Group projects and single investigator projects

Mar 27 - Project Management
How to read a budget (cash flow and annual account balances)
How to track a budget (practical example from USC: ASR)
How to manage the purchasing process
What to do if you have budget troubles
Review of student proposal progress
      Open discussion session on issues arising in writing

Apr 3 - Career Paths
Overview of the academic community and career paths in marine science
   - professoriate, government, NGOs, other
   - academic hiring process
        tenure process
        post-tenure career options and paths
        expectations for advancement in each
   - Career activity profile (research, education, service)
   - Questions, conceptions, misconceptions

Apr 10 – ***Student proposals due***
Plan for panel discussions

Apr 17 - Student review & panel(?)
Proposal reviews (Group I)

Apr 24 - Proposal review & panel(?)
Proposal reviews (Group II)