BISC 585
Scientific Writing and Reviewing

Instructors:
Eric Webb
eawebb@usc.edu
Office: AHF 137
213-740-7945

David Caron
dcaron@usc.edu
Office: AHF 301
213-740-0203

Day and Meeting time/place:
Mondays, 8-10AM
AHF259

Book
Suggested
The elements of Style by Strunk and White (any version)

Required
Writing Science: How to Write Papers That Get Cited and Proposals That Get Funded by Joshua Schimel

Aug 26 - Organizational/Introductory meeting
Review syllabus
Course expectations/ethics/process
https://usclibraries.usc.edu/tutorials/avoiding-plagiarism/story_html5.html

Sept 2 Labor Day – no class

Sept 9 - 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 Reviews
- Panel Reviews
- Ethics of review
Assign proposal #1 for practice review session (Reviews due Sept 25, Panel on Sept 30)

Sept 16 - NSF and Fastlane (Grants.gov)
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
- Miscellaneous (postdoc plan, ship time, subcontracts, ancillary docs)
- How to put together a budget
  Discussion of budget strategies (political and practical)
  Realities of budget limitations
The Proposal submission process within USC
Message Box for your proposal due

**Sept 23 – no class today**
Work on proposal budget and outline and proposal #1 review.
(Reviews due Wed, Sept 25, for Panel on Sept 30)

**Sept 30 – Practice Review #1**
Conduct Panel review of proposal #1
Budget due and Assign proposal #2 for practice review session

**Oct 7 – 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
Proposal #2 peer reviews and Student proposal outlines due

**Oct 14**
Conduct Panel review proposal #2

**Oct 21**
Evaluate the review process from the mock panels
Discussion of student proposal outlines
Fully cited Methods section based on budget due

**Oct 28 - 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

**Nov 4 – no class**
Work on your proposals!
Make sure to consult with your advisor

**Nov 11 - 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

**Nov 18 – ***Student proposals due*** (sent to Dave and Eric by noon)**
Begin peer reviews of proposals
Classmate proposals will be emailed by 12noon.

**Nov 25 - ***Student proposal reviews due*** (sent to Dave and Eric by noon)**
1st, 2nd, 3rd Readers assigned for all proposals (TBA).

**TBD - Proposal panel #1**
Panel reviews of 1/2 proposals (TBA)

**TBD - Proposal panel #2**
Panel reviews of 1/2 proposals (TBA)