

BISC 585
Scientific Writing and Reviewing

Instructors:

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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)