

BISC 585
Scientific Writing and Reviewing

Instructors:

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Day and Time, Course format:

Mondays, 8-10AM
Virtual (online: Zoom). No in-person meetings

Book

Required reading:

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

Suggested reading:

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

Jan 10 - Organizational/Introductory meeting (short planning meeting)

Review syllabus

Course expectations/ethics/process

1st practice proposal handed out (Reviews due Feb 7, Panel on Feb14)

Jan 24 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

Budget Guidance!!

Schimel 'Message Box' assigned.

Jan 31 - 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

Proposal #1 assigned for peer reviews.

Schimel 'Message Box' (for your proposal) due to Eric and Dave via email.

Feb 7 – no class today

Work on proposal budget and outline

Reviews for Proposal #1 due TODAY (Feb 7) at NOON via email to Dave and Eric as a Word doc (your name in file name but NOT in the review text: reviews are anonymous), for Panel

Review on Feb14)

Feb 14 – Practice Review #1

Conduct Panel review of proposal #1

Budget due for your proposal due

Assign proposal #2 for next Panel review

Feb 28 – 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

Mar 7

Conduct Panel review on Proposal #2

Mar 21

Evaluate the review process from the mock panels

Discussion of student proposal outlines

Fully cited Methods section based on budget due

Mar 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

Apr 4 – no class

Work on your proposals!

Make sure to consult with your advisor

April 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

April 18 – *Student proposals due*** (sent to Dave and Eric by noon)**

Begin peer reviews of proposals

Classmate proposals will be emailed by 12noon.

April 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)

Last Day of Classes April 29th

Exams: May 4-11