Department of Epidemiology and Biostatistics
Grant Writing and Peer Review 9526U

Course outline for Summer 2021

Although this academic year is different, Western University is committed to a thriving campus. We encourage you to check out the Digital Student Experience website to manage your academics and well-being. Additionally, the following link provides available resources to support students on and off campus: https://www.uwo.ca/health/.

1. Technical Requirements:

- Stable internet connection
- Laptop or computer
- Working microphone
- Working webcam suggested

2. Course Overview and Important Dates:

<table>
<thead>
<tr>
<th>Delivery Mode</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online</td>
<td>Wednesday</td>
<td>10:00-12:00</td>
</tr>
</tbody>
</table>

*Details about design and delivery of the course are listed below in Section 4

<table>
<thead>
<tr>
<th>Classes Start</th>
<th>Classes End</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 5</td>
<td>June 16</td>
</tr>
</tbody>
</table>

* May ??, 2021: Last day to drop a quarter course without appearing on transcript

3. Contact Information

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Kathy Nixon Speechley</td>
<td><a href="mailto:kathy.speechley@lhsc.on.ca">kathy.speechley@lhsc.on.ca</a></td>
</tr>
</tbody>
</table>
4. Course Description and Design

This course focuses on professional skills development in research proposal writing and the peer review process for grant applications and manuscripts. It provides a context for grant submission within the health research funding environment in Canada. Strategies for presentation of proposed research, formative work with pilot data or background research, and grant structure are discussed as are strategies for peer reviewing grants and manuscripts.

<table>
<thead>
<tr>
<th>Mode</th>
<th>Dates</th>
<th>Time</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtual synchronous</td>
<td>Wednesday</td>
<td>10:00-12:00</td>
<td>weekly</td>
</tr>
<tr>
<td>Virtual asynchronous</td>
<td>N/A</td>
<td>2-4 hours</td>
<td>weekly</td>
</tr>
</tbody>
</table>

☑ Asynchronous pre-work must be completed prior to synchronous sessions
☑ Attendance at synchronous sessions is required

All course material will be posted to OWL: http://owl.uwo.ca. Any changes will be indicated on the OWL site and discussed with the class.

If students need assistance, they can seek support on the OWL Help page. Alternatively, they can contact the Western Technology Services Helpdesk. They can be contacted by phone at 519-661-3800 or ext. 83800.

Google Chrome or Mozilla Firefox are the preferred browsers to optimally use OWL. Students interested in evaluating their internet speed, please click here.

5. Learning Outcomes

Upon successful completion of this course students will be able to:

- Describe the principles of peer review process for research grants
- Write a review of a research grant application
- Describe the principles of peer review process for journal articles
- Write a review of a research manuscript
6. Course Content and Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>May 5</td>
<td>Introduction to Course; Foundations</td>
</tr>
<tr>
<td>2</td>
<td>May 12</td>
<td>Writing a Grant Proposal; Initial discussion- proposed topics &amp; objectives</td>
</tr>
<tr>
<td>3</td>
<td>May 19</td>
<td>Grantsmanship and proposal writing; Practice skills</td>
</tr>
<tr>
<td>4</td>
<td>May 26</td>
<td>Peer review of manuscripts for publication; Practice skills</td>
</tr>
<tr>
<td>5</td>
<td>June 2</td>
<td>Strategies for positive reviews within context Of CIHR process</td>
</tr>
<tr>
<td>6</td>
<td>June 9</td>
<td>Grantsmanship as applicant and as reviewer</td>
</tr>
<tr>
<td>7</td>
<td>June 16</td>
<td>Peer review of proposals prepared for course</td>
</tr>
</tbody>
</table>

7. Online Participation and Engagement

- Students are expected to participate and engage with content as much as possible
- Students can also participate by interacting in the forums with their peers and instructor

8. Evaluation

Note that is a Pass/Fail course. To pass the course, students must obtain an overall mark of 75%

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Format</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation in discussions &amp; skills practice; Peer reviews</td>
<td>In synchronous sessions</td>
<td>40%</td>
</tr>
<tr>
<td>Presentation</td>
<td>Asynchronous recorded presentation on assigned topic and lead synchronous discussion on that topic</td>
<td>20%</td>
</tr>
<tr>
<td>Assignment</td>
<td>Peer review of manuscript</td>
<td>20%</td>
</tr>
<tr>
<td>Assignment</td>
<td>Overview of main components of proposal</td>
<td>20%</td>
</tr>
</tbody>
</table>
Information about late or missed evaluations:
- Late assessments without self-reported absences will be subject to a late penalty 10%/day
- Late assessments with self-reported absences should be submitted within 24 hours of the end of the 48-hour period.

9. Communication:
- Students should check the OWL site every 24 – 48 hours
- Students should email instructor using OWL “messages”
- Emails will be monitored daily; students will receive a response in 24 – 48 hours
- This course will use the OWL forum for discussions
- Students should post all course-related content on the discussion forum so that everyone can access answers to questions

10. Office Hours:
- Please request an appointment via Zoom or telephone using OWL “messages”

11. Resources

- All resources will be posted in OWL

There is no text book required for this course

12. Professionalism & Privacy:
Western students are expected to follow the Student Code of Conduct. Additionally, the following expectations and professional conduct apply to this course:
- Students are expected to follow online etiquette expectations provided on OWL
- All course materials created by the instructor(s) are copyrighted and cannot be sold/shared
- Recordings are not permitted (audio or video) without explicit permission
- Permitted recordings are not to be distributed

13. Western Academic Policies and Statements
Policy on Accommodation for Medical and Non-Medical Absences
All non-medical absences must be approved in advance. In the case of an unexpected absence on compassionate grounds, documentation may be requested. If documentation is required for either medical or non-medical academic accommodation, then such documentation must be submitted by the student to the instructor.
Statement on Academic Offences
Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence:
https://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_grad.pdf

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (http://www.turnitin.com).

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

Statement on Copyright and Audio/Video Recording
All of the remote learning sessions for this course will be recorded. The data captured during these recordings may include your image, voice recordings, chat logs and personal identifiers (name displayed on the screen). The recordings will be used for educational purposes related to this course, including evaluations. The recordings may be disclosed to other individuals participating in the course for their private or group study purposes. Please contact the instructor if you have any concerns related to session recordings.

Participants in this course are not permitted to record the sessions, except where recording is an approved accommodation, or the participant has the prior written permission of the instructor.
You must always ask permission to record another individual and you should never share or distribute recordings.

Course material produced by faculty is copyrighted and to reproduce this material for any purposes other than your own educational use contravenes Canadian Copyright Laws.

Support Services
As part of a successful student experience at Western, we encourage students to make their health and wellness a priority. Western provides several on campus health-related services to help you achieve optimum health and engage in healthy living while pursuing your degree. For example, to support physical activity, all students, as part of their registration, receive membership in Western’s Campus Recreation Centre. Numerous cultural events are offered throughout the year. Please check out the Faculty of Music web page http://www.music.uwo.ca/, and our own McIntosh Gallery http://www.mcintoshgallery.ca/. Information regarding health- and wellness-related services available to students may be found at http://www.health.uwo.ca/

Registrar Services: http://www.registrar.uwo.ca
USC Student Support Services: http://westernusc.ca/services/
Student Development Centre: http://www.sdc.uwo.ca/
SGPS Life & Community web page: https://grad.uwo.ca/life_community/self/index.html

Students seeking help regarding mental health concerns are advised to speak to someone they feel comfortable confiding in, such as their faculty supervisor, their program director (graduate or undergraduate chair), or other relevant administrators in their unit.

Students who are in emotional/mental distress should refer to Mental Health@Western http://www.uwo.ca/uwocom/mentalhealth/ for a complete list of options about how to obtain help.

Student Accessibility Services
Western is committed to achieving barrier-free accessibility for all its members, including graduate students. As part of this commitment, Western provides a variety of services devoted to promoting, advocating, and accommodating persons with disabilities in their respective graduate program.
Graduate students with disabilities (for example, chronic illnesses, mental health conditions, mobility impairments) are encouraged to register with Student Accessibility Services, a confidential service designed to support graduate and undergraduate students through their academic program. With the appropriate documentation, the student will work with both SAS and their graduate programs (normally their Graduate Chair and/or Course instructor) to ensure that appropriate academic accommodations to program requirements are arranged. These accommodations include individual counselling, alternative formatted literature, accessible campus transportation, learning strategy instruction, writing exams and assistive technology instruction.

**Department & Faculty Offices**
The Epidemiology & Biostatistics main office is located in K201 in the Kresge Building on Main campus.

**Technology Requirements**
You are responsible for all required course materials and announcements posted to the course's OWL website. Please ensure after the first class that when you log in you are able to access the course site. A copy of the course outline will be available on both OWL and the departmental website.