

APPLICATION FOR CHANGE IN EXISTING COURSE: MAJOR and MINOR

1. Submitted by the College of Medicine Date: 09-08-2008
Department/Division offering course: Toxicology OFFICE OF THE SENATE COUNCIL

2. What type of change is being proposed? [X] Major [] Minor
*See the description at the end of this form regarding what constitutes a minor change. Minor changes are sent directly from the dean of the college to the Chair of the Senate Council.

If the Senate Council chair deems the change not to be minor, the form will be sent to the appropriate Council for normal processing and an email notification will be sent to the contact person.

PROPOSED CHANGES

Please complete all "Current" fields.
Fill out the "Proposed" field only for items being changed. Enter N/A if not changing.
Circle the number for each item(s) being changed. For example: (6)

3. Current prefix & number: Tox 770 Proposed prefix & number: N/A

4. Current Title Grant Proposals: Planning, Writing, Evaluation
Proposed Title† N/A

†If title is longer than 24 characters, offer a sensible title of 24 characters or less: Scientific Grant Writing

5. Current number of credit hours: 1 Proposed number of credit hours: 2

6. Currently, is this course repeatable? YES [] NO [X] If YES, current maximum credit hours:
Proposed to be repeatable? YES [] NO [X] If YES, proposed maximum credit hours:

7. Current grading system: [X] Letter (A, B, C, etc.) [] Pass/Fail
Proposed grading system: [X] Letter (A, B, C, etc.) [] Pass/Fail

8. Courses must be described by at least one of the categories below. Include number of actual contact hours per week for each category.
Current:
() CLINICAL () COLLOQUIUM () DISCUSSION () LABORATORY (1) LECTURE
() INDEPEND. STUDY () PRACTICUM () RECITATION () RESEARCH () RESIDENCY
() SEMINAR () STUDIO () OTHER - Please explain:

Proposed:
() CLINICAL () COLLOQUIUM () DISCUSSION () LABORATORY (2) LECTURE
() INDEPEND. STUDY () PRACTICUM () RECITATION () RESEARCH () RESIDENCY
() SEMINAR () STUDIO () OTHER - Please explain:

9. Requested effective date (term/year): Spring / 2009

10. Supplementary teaching component: [X] N/A [] Community-Based Experience [] Service Learning [] Both
Proposed supplementary teaching component: [] Community-Based Experience [] Service Learning [] Both

11. Cross-listing: [X] N/A or

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Current Prefix & Number printed name Current Cross-listing Department Chair signature

a. Proposed – REMOVE current cross-listing: _____ / _____
printed name Current Cross-listing Department Chair signature

b. Proposed – ADD cross-listing: _____ / _____
Prefix & Number printed name Proposed Cross-listing Department Chair signature

12. Current Distance Learning (DL) status: Already approved for DL Please Add Please Drop

If PROPOSING, check one of the methods below that reflects how the majority of the course content will be delivered.

Internet/Web-based Interactive Video Extended Campus

13. Current prerequisites:

NVA

Proposed prerequisites:

14. Current Bulletin description:

NVA

Proposed Bulletin description:

15. What has prompted this change?

When this seminar course was first initiated, one of the seminars it housed was a yearly course in which current research was discussed and methods for applying for funding for such research was discussed, with more emphasis on the former and less on the latter, at 1 credit hour. As this particular offering within Tox 770 has matured into the contemporary research funding environment for Toxicology, the emphasis has moved to primarily an exercise in how to plan, write and evaluate their own NIH-style academic research grant proposals, and to evaluate the similar proposals written by the other students in the class. The students actually write a NIH proposal for a postdoctoral fellowship, using NIH forms and instructions. The class effort needed for these course activities has proven for several years now to require a 2-credit amount of effort on the part of both the students and the instructor. The request here is to change Tox 770 from 0-1 credit hours to 0-2 credit hours, to enable students who enroll for this particular topic under Tox 770 to enroll for 2 credit hours.

16. If there are to be significant changes in the content or teaching objectives of this course, indicate changes:

See above (15)

17. Please list any other department that could be affected by the proposed change:

I note that in recent years some students outside Toxicology have also participated in the Tox 770 grant-writing/evaluating class

18. Will changing this course change the degree requirements for ANY program on campus?

YES NO

If YES[†], list below the programs that require this course:

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† In order for the course change to be considered, program change form(s) for the programs above must also be submitted.

19. Is this course currently included in the University Studies Program? Yes No

20. Check box if changed to 400G or 500. If changed to 400G- or 500-level, you must include a syllabus showing differentiation for undergraduate and graduate students by (i) requiring additional assignments by the graduate students; and/or (ii) the establishment of different grading criteria in the course for graduate students. (See SR 3.1.4)

21. Within the department, who should be contacted for further information on the proposed course change?

Name: Davy Jones Phone: 257-5412 Email: djones@uky.edu

22. Signatures to report approvals:

Aug 7, 2008
DATE of Approval by
Department Faculty
Jennifer Bruckner
DATE of Approval by College
Faculty

Mary Vore
printed name
Reported by Department Chair
Mary Vore
signature

JAY PERMAN, MD
printed name
Reported by College Dean
Jay Per
signature

12-1-08
*DATE of Approval by
Undergraduate Council
Curriculum committee

L DARRELL JENNINGS, MD
printed name
Reported by Undergraduate Council Chair
L. Darrell Jennings, MD
signature

*DATE of Approval by Graduate
Council

Dr. Brian A. Jackson
printed name
Reported by Graduate Council Chair
Dr. Brian A. Jackson
signature

2/17/09
*DATE of Approval by Health
Care Colleges Council (HCCC)

Heidi Anderson
printed name
Reported by Health Care Colleges Council Chair
Heidi Anderson
signature

*DATE of Approval by Senate
Council

Reported by Office of the Senate Council

*DATE of Approval by the
University Senate

Reported by the Office of the Senate Council

*If applicable, as provided by the *University Senate Rules*. (<http://www.uky.edu/USC/New/RulesandRegulationsMain.htm>)

Excerpt from *University Senate Rules*:

SR 3.3.0.G.2: **Definition.** A request may be considered a minor change if it meets one of the following criteria:

- a. change in number within the same hundred series;
- b. editorial change in the course title or description which does not imply change in content or emphasis;
- c. a change in prerequisite(s) which does not imply change in content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s);
- d. a cross-listing of a course under conditions set forth in SR 3.3.0.E;
- e. correction of typographical errors.

Syllabus Tox 770
Grant Proposals: Planning, Writing, Evaluation

- Jan. 15 DISCUSS COURSE EXPECTATIONS; ENDNOTE AND OTHER INFORMATION HANDLING METHODS
- Jan. 22 PLANNING FOR WRITING A GRANT PROPOSAL
- Jan. 29 INTERNAL ORGANIZATION OF THE GRANT PROPOSAL
(due this date: each student turns in identified grant proposal topic/title/you are encouraged to discuss this with your mentor)
- Feb. 5 METHODS IN PREPARATION OF FIGURES AND ILLUSTRATIONS FOR GRANTS
- Feb. 12 INTERNAL ORGANIZATION OF THE GRANT PROPOSAL (cont.)
(due this date: draft of literature review section, including reference list (minimum of 20 references))
- Feb. 19 VIDEO: INSIDE THE NIH GRANT REVIEW PROCESS; DISCUSSION/APPLICATION
(due this date: draft of specific aims, project description headings, experiment subsection headings due; description of host and host environment, role of host are all due)
- Feb. 26 THE GRANT PROPOSAL BUDGET; ROUTING INSIDE THE AGENCY
(due this date: draft of methods text, budget and budget justification due)
- Mar. 4 MANAGING THE AWARDED GRANT
(due this date: draft of remaining proposal text due, e.g., cover page, project summary, resources/facilities, C.V., addenda (if any), collaborative arrangements (if any))
- Mar. 11 SPRING BREAK
- Mar. 18 FUNDING SOURCES AND GRANT RESOURCE INFORMATION;
ADDITIONAL MEETINGS THIS WEEK (to be scheduled) TO DISCUSS OF DRAFTS OF STUDENT PROPOSALS
- Mar. 24 (final version grant proposals due)
- Mar. 25 HOW TO REVIEW A GRANT PROPOSAL
-Role of primary, secondary reviewers
(assign students their parts of an actual NIH proposal to review)
- Apr. 1 REVIEW OF AN ACTUAL NIH GRANT PROPOSAL (double session)
(students present their reviews of the assigned model NIH grant proposal)
(at this meeting: assign students as reviewers of particular student grant proposals)
- Apr. 8 "PANEL REVIEW" OF STUDENT GRANT PROPOSALS (double session)
- Apr. 15 "PANEL REVIEW" OF STUDENT GRANT PROPOSALS (double session)
- Apr. 22 "PANEL REVIEW" OF STUDENT GRANT PROPOSALS (double session)
- 2 HR final exam slot STUDENTS RECEIVE THEIR "NIH SUMMARY SHEET" PROPOSAL EVALUATIONS
DISCUSSION ON "REVISING A NONFUNDED PROPOSAL"

Purpose: This course provides new predoctoral students with training in the planning, writing and evaluation of a research, grant-style proposal. A successful research career in research has come to more and more depend on one's success in competitively obtaining grant funds to support the costs of the research. We will use as a model an 'NIH-style' proposal for a Postdoctoral Fellowship. Each student shall prepare and submit for review a postdoctoral grant proposal on a topic that is chosen in consultation with their Major Advisor.

Skills obtained by the students will include critical reading and evaluation of the scientific literature, in writing effective grant proposals generally, and for preparing students for writing the proposal portion of their graduate qualifying exam, for writing their own dissertation proposals, and in preparing applications for various competitive scholarships and awards offered by their unit, college, the University and extramurally.

Grading:

Attendance	10%
Submission on time of:	
- Topic of proposal	3%
- Draft literature review	5%
- Draft specific aims, section/expt. Headings	5% (each)
- Draft methods	6%
- Draft remaining text	6%
Grant proposal itself	20%
Performance in review of example NIH grant proposal (includes written review and verbal performance)	10%
Performance in 1',2' review of student proposals (includes written review and verbal performance)	10% (each of 2; 20% total)
Performance in review of student proposals (verbal performance when not 1' or 2' reviewer)	10%
	100%

Attendance and participation is required, and for each occasion that there is less than full attendance to a class by a student, there will be a deduction of 0.75% of the final grade. Officially recognized excuses for nonattendance are listed in the University Senate Rules, or the Student Rights and Responsibilities documents, copies of which are available for student access on the UK Web site or in the department front office (306 HSRB).

The grade for the **preparation of the grant proposal** will be on the quality of the hypotheses proposed in relation to the review of the literature in the relevant area, by the quality of the methods conceptually and in interpretations proposed, by the clarity of the written text, and by additional criteria specified by the NIH guidelines. Each student will be responsible for being primary reviewer of one student proposal and for being secondary reviewer of a second proposal. All students are responsible for reading over all proposals sufficiently to be able to contribute to the discussion of each proposal (especially if the primary and secondary reviewers are different in their analysis of a proposal). Contributions to **class activities** will be scored in part by the amount and quality of verbal contributions to the class discussions. Written materials that are due on specified dates must be submitted not later than 5 p.m of the day due, and must be submitted electronically by email to the course instructor. For each day that an assignment is submitted later than the date due, the grade awarded to the assignment will be penalized by 25% (for example, if an assignment is worth 5% of the total class grade, and the score on the assignment is awarded as a 4 out of the 5, and if it is a day late, then a 25% deduction from the score of 4 yields a final score on the assignment of a 3).

Final Grading: A: 90-100; B: 80-89, C: 70-79, E: <70