II. **Course Description:**
A comprehensive presentation of the availability of public and private funding in various technical areas and their availability to Public Safety. How to apply for such funding, the approval process applied to applications, how grants are administered, and which state and federal agencies, corporations, and private foundations fund grants for Public Safety will be included. Students will prepare a grant proposal that includes an objectives statement, a study methodology, work programs, work schedules, and a program budget. Student proposals will be documented through the submission phase.

III. **Prerequisite:**
Fire Science major or consent of department

IV. **Text, Reference Material, and Supplies:**

V. **Course Content:**

**Outcome #1:** 20%

*Cognitive Objective:* Demonstrate the ability to recognize the varying public and private funding available to Public Safety and the appropriate solicitation mechanisms for applying.

A. Describe the situation analysis.
B. Describe solicitation mechanisms.
C. Describe grants, contracts, fellowships, and gifts.
D. Describe sources of funding.
E. Describe methodology of conducting research.
F. Describe the pre-proposal stage.
G. Describe communicating with agencies.
H. Demonstrate developing ideas.
I. Develop letters of intent.
Outcome #2: 20%
Cognitive Objective: Demonstrate knowledge of the terminology and standard reference sources relative to grant proposal writing in Public Safety.
A. Describe application forms.
B. Describe compliance and assurances.
C. Describe investigators and support staff.
D. Discuss preparation of the research plan and the development of objectives and time lines.
E. Discuss state and federal regulations.
F. Discuss lobbying.
G. Describe the needs statement.
H. Discuss submission and review guidelines.
I. Describe writing progress reports.

Outcome #3: 20%
Cognitive Objective: Demonstrate mastery of the library research skills and interview techniques required for completion and submission of grant proposals relative to Public Safety.
A. Describe facilities.
B. Identify direct and indirect costs.
C. Identify requirements of personnel, supplies, and equipment.
D. Describe the role of subcontracting.
E. Describe issues and roles of human and animal subjects.
F. Discuss institutional review and approval.

Outcome #4: 20%
Cognitive Objective: Demonstrate an understanding of and ability to perform a sequential analysis of Public Safety technical proposals and reports, and organize information into usable forms for Public Safety managers.
A. Identify proposal components.
B. Describe the steps in the data collection process.
C. Discuss completing forms.
D. Discuss negotiations.
E. Discuss the final draft.
F. Discuss administering the award.
Outcome #5: 20%
Cognitive Objective: Demonstrate a mastery of organizational composition, editorial, and documentation skills necessary for Public Safety grant proposal writing.

A. Review writing and grammar skills.
B. Define the components of proposals.
C. Define developing grant proposal budgets.
D. Define pre-submittal proposal review.
E. Define the technical reporting.
F. Define financial reporting.

TOPICAL OUTLINE:

I. Introduction to the Field of Grantsmanship
   a. What are the reasons for applying for grants and contracts
   b. How does the grant application process fit into the Public Safety field

II. Funding Sources that are Applicable to Public Safety
   a. How do you approach funding sources
   b. Which funding sources are relevant for the Public Safety field
   c. How do you obtain application information from funding sources

III. Putting a Proposal Together
   a. What are the introductory phases of writing a proposal
   b. What are the main components of a proposal package
   c. How do you develop the components of a proposal package
   d. How do you submit a proposal to a funding agency

IV. Submitting and Funding Proposals
   a. When are proposals due
   b. What is involved in the peer review process
   c. How are you informed of the funding decision
   d. How do you communicate with the funding agency during the review process
V. Administering an Award

A. How do you prepare for administering an award
B. How do you run the project once it is funded
C. How do you administer the project funds
D. How do you communicate with the funding agency during and after the project