Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.
COURSE SYLLABUS

HLTH 553
GRANT ACQUISITION AND MANAGEMENT

COURSE DESCRIPTION
This course acquaints students with the “soft” money world of private and public grants, promotes the development of grant writing skills and identifies the practical issues of managing a grant once acquired.

RATIONALE
Many employers, especially those in public health and healthcare delivery systems, rely to some degree upon philanthropy. The purpose of this course is to teach basic “grantmanship” terminology and skills as well as organizational grant management principles.

I. PREREQUISITES
For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. REQUIRED RESOURCE PURCHASES
Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III. ADDITIONAL MATERIALS FOR LEARNING
A. Computer with basic audio/video output equipment
B. Internet access (broadband recommended)
C. Microsoft Word
   (Microsoft Office is available at a special discount to Liberty University students.)

IV. MEASURABLE LEARNING OUTCOMES
Upon successful completion of this course, the student will be able to:
A. Determine if an organization is eligible to apply for grants.
B. Distinguish the difference between public and private grant-making entities.
C. Differentiate the 10 major categories of grant requests.
D. Produce a 5–10-page grant proposal.
E. Describe the steps for successfully managing a grant once it is obtained.
F. Recall the guiding principles and key concepts used by grant managers.
G. Identify the major financial reporting issues in managing grants.
H. Evaluate ethical responsibilities to God and others when spending grant funds.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

A. Textbook readings and lecture presentations

B. Course Requirements Checklist
   After reading the Syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.

C. Discussion Board Forums (3)
   There are 3 Discussion Board Forums throughout the course. Discussion Boards are collaborative learning experiences. Therefore, the student will post a thread to the module/week’s discussion topic and then reply to at least 2 classmates’ threads in the same module/week.

D. Investigative Report
   The student will investigate 2 grant information data reservoirs: the Federal Register and the Foundation Center, one public and the other private, designed to inform organizations about acquiring grant money. The student will then write a 3–5-page report with citations.

E. Grant Proposal
   The student will write a grant proposal for an actual or fictitious non-profit organization. The proposal is broken into 8 manageable items. The instructions for each item are provided in Blackboard.
   - Item 1: Identify a 501 (c) (3) Organization
   - Item 2: Statement of Need
   - Item 3: Description and Assessment
   - Item 4: Budget
   - Item 5: Identify Funding Sources
   - Item 6: Revisions & Adjustments
   - Item 7: Identify the Grant Management Team
   - Item 8: Selling your Organization’s Capability

F. Case Study Term Paper
   The student will develop a paper based on a grants management case study and will have the opportunity to develop personal ethics and the ability to write professionally.

G. Grant Terminology Examination
   This exam will cover grant terminology. The exam consists of 40 terms that must be matched to the appropriate definitions.
HLTH 553 Course Syllabus

H. Module/Week 6 Quiz
   This quiz consists of 10 true/false questions covering modules/weeks 5 and 6.

VI. COURSE GRADING AND POLICIES

A. Points

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Requirement Checklist</td>
<td>10</td>
</tr>
<tr>
<td>Discussion Board Forums (3 at 100 pts ea)</td>
<td>300</td>
</tr>
<tr>
<td>Investigative Report</td>
<td>50</td>
</tr>
<tr>
<td>Grant Proposal (8 Submissions)</td>
<td>325</td>
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<tr>
<td>Case Study Term Paper</td>
<td>200</td>
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<tr>
<td>Grant Terminology Examination</td>
<td>75</td>
</tr>
<tr>
<td>Module/Week 6 Quiz</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1010</strong></td>
</tr>
</tbody>
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B. Scale

- A = 940–1010  
- A- = 920–939  
- B+ = 900–919  
- B = 860–899  
- B- = 840–859  
- C+ = 820–839  
- C = 780–819  
- C- = 760–779  
- D+ = 740–759  
- D = 700–739  
- D- = 680–699  
- F = 0–679

C. Late Assignment Policy

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the course will not be accepted.
4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.
# COURSE SCHEDULE

## HLTH 553


<table>
<thead>
<tr>
<th>MODULE/WEEK</th>
<th>READING &amp; STUDY</th>
<th>ASSIGNMENTS</th>
<th>POINTS</th>
</tr>
</thead>
</table>
| 1           | Geever: Preface, chs. 1–2, 8 1 presentation | Course Requirements Checklist  
DB Forum 1  
Investigative Report  
Grant Proposal: Item 1 | 10  
100  
50  
25 |
| 2           | Geever: chs. 4–5  
New, Quick: chs. 5, 7, 14 1 presentation | Grant Proposal: Item 2  
Grant Proposal: Item 3 | 35  
50 |
| 3           | Geever: chs. 6–7  
New, Quick: chs. 10, 15–16 1 presentation | Grant Proposal: Item 4  
Grant Proposal: Item 5 | 30  
40 |
| 4           | Geever: chs. 3, 10–12, 16–17  
New, Quick: ch. 3 1 presentation | Grant Proposal: Item 6  
Grant Proposal: Item 7 | 65  
30 |
| 5           | Crum: entire document  
Ward: chs. 1–4 2 presentations | DB Forum 2  
Grant Terminology Examination | 100  
75 |
| 6           | Ward: chs. 5–11 1 presentation | Grant Proposal: Item 8  
Module/Week 6 Quiz | 50  
50 |
| 7           | 1 presentation | DB Forum 3 | 100 |
| 8           | Bible Readings 2 presentations | Case Study Term Paper | 200 |
|             |                 |             | **TOTAL 1010** |

DB = Discussion Board

**NOTE:** Each course module/week begins on Monday morning at 12:00 a.m. (ET) and ends on Sunday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on Friday.