



PUBHHBP 8899.02 – Grant writing seminar

Class Number: 3664

1 credit hour – SPRING 2026

Instructor: Ting-Yuan David Cheng, PhD
Office: 3650 Olentangy River Rd. Suite 200
Email: ting-yuan.cheng@osumc.edu
Telephone: 614-366-4221
Office hours: By appointment
Class location: Cunz Hall 330
Class time: 1 PM - 3 PM
Class days: See schedule below

Prerequisites: Doctoral student standing in Public Health or instructor permission.

Course description

Instructions will be provided for composing a career development or dissertation-type grant proposal. The proposal will arise from an examination of current public health problems, national research priorities, issues within public health science, and career patterns of doctorally-prepared public health scientists.

Class Format

Classes are in person and include lectures and peer review of assignments.

Course Objectives

1. Identify gaps in the literature and formulate research questions designed to address those gaps.
2. Formulate hypotheses and design a research study using the appropriate research methods and approaches.
3. Prepare a research proposal to address the research question, with particular attention to study design; subject selection; measurement of variables; methods for sample size determination, data collection, data management and data analysis; and interpretation of results.

Core Competencies

PhD Core Competencies (Regardless of Specialization)

Upon graduation, a successful student with a PhD degree specialization in epidemiology will be able to:

- 2) Synthesize and critique existing literature in student's area of specialization to identify gaps in the evidence base and justify their importance for public health.
- 3) Apply relevant theories and conceptual models to inform and ground research design and interpretation.
- 4) Formulate hypotheses, plan and conduct a research study using appropriate research methods, and ethical approaches.

PhD: Specialization in Epidemiology

- 1) Identify and address potential sources of bias, including selection bias, measurement error, and confounding, in both the design and analysis phases of epidemiological studies.
- 2) Demonstrate understanding of the content and issues in at least one specific substantive area of epidemiology.

Text/Readings

- Hollenbach A. A Practical Guide to Writing a Ruth L. Kirschstein NRSA Grant. Academic Press, 2014. E-book provided by OSU University Library: <https://www.sciencedirect.com/book/9780124201873/a-practical-guide-to-writing-a-ruth-l-kirschstein-nrsa-grant#book-description>

- **Optional text:** Russell SW, Morrison DC. The grant application writers' workbook – National Institutes of Health. Grant Writers' Seminars and Workshops, LLC. 2017 (or any newer version). Available for purchase at: <http://www.grantcentral.com/workbooks/national-institutes-of-health/>
- **Optional text:** Pequegnant W, Stover E, Boyce CA. How to write a successful research grant application: A guide for social and behavioral scientists. 2nd Ed. Springer: New York, 2011. E-book provided by OhioLINK: <https://link.springer.com/book/10.1007/978-1-4419-1454-5>
- Additional required readings will be posted on the course website at www.carmen.osu.edu. **Note that all grant applications provided in this class are confidential and should not be shared with anyone outside of the class.** The authors of the applications have been generous in sharing their material with us; please help maintain the confidentiality of these files.

Grading

Evaluation will be based on class attendance and participation, development of a research question, and a related proposal sections described below. Class participation will be evaluated based on students' demonstration of preparation for class, contributions to discussion that reflect thoughtful consideration, and understanding of issues. An S/U grade will be assigned based on the criteria listed above.

Assignments

The course assignments will consist of 1) research ideas, 2) specific aims, 3) Specific Aims page; 3) Significance section of the Research Strategy section; and 4) critiques of other grants. The Specific Aims page and Significance section will conform to current program requirements for an NIH F31 application or Dissertation Award (R36) application (or equivalent application type with prior instructor approval).

Carmen

The course has a Carmen site <https://carmen.osu.edu> where the readings and assignments will be posted.

You will need to use BuckeyePass (buckeyepass.osu.edu) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the BuckeyePass - Adding a Device help article for step-by-step instructions (<https://admin.resources.osu.edu/buckeyepass/adding-a-device>)
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the Duo Mobile application (<https://admin.resources.osu.edu/buckeyepass/installing-the-duo-mobile-application>) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357(HELP) and IT support staff will work out a solution with you.

Class Policies

Students are expected to read the assigned materials before each class. Students are expected to submit assignments on time, attend each seminar, fully engage, and actively participate in class discussions. Students are expected to work with their advisor or a mentor on the grant writing. Cell phones or pagers are not allowed during the class.

Copyright Statement

This syllabus and all course materials (e.g., homework assignments, previous grants, summary statements) are under copyright by the instructor or the owners of the materials and cannot be posted elsewhere without written permission.

Generative AI Policy

Given the creative and innovative nature of grant writing, students are welcome to explore innovative tools and technologies, including generative artificial intelligence (GenAI), in this course. Nevertheless, all your written assignments, including grant proposal sections and critiques, should be your own original work.

If I suspect that you have used GenAI on an assignment for which it is prohibited, I will ask you to explain your process for completing the assignment in question. Submission of GenAI-generated content as your own original work is considered a violation of Ohio State's Academic Integrity policy and [Code of Student Conduct\(opens in new window\)](#) because the work is not your own. The unauthorized use of GenAI tools will result in referral to the [Committee on Academic Misconduct\(opens in new window\)](#).

Office of Student Life: Disability Services

The university strives to maintain a healthy and accessible environment to support student learning in and out of the classroom. If you anticipate or experience academic barriers based on your disability (including mental health, chronic, or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion.

If you are ill and need to miss class, including if you are staying home and away from others while experiencing symptoms of a viral infection or fever, please let me know immediately. In cases where illness interacts with an underlying medical condition, please consult with Student Life Disability Services to request reasonable accommodations. You can connect with them at slds@osu.edu; 614-292-3307; or slds.osu.edu.

Mental Health Services

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling [614-292-5766](tel:614-292-5766). CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on call counselor when CCS is closed at [614-292-5766](tel:614-292-5766) and 24 hour emergency help is also available 24/7 by dialing 988 to reach the Suicide and Crisis Lifeline.

Religious Beliefs or Practices Accommodations

Ohio State has had a longstanding practice of making reasonable academic accommodations for students' religious beliefs and practices in accordance with applicable law. In 2023, Ohio State updated its practice to align with new state legislation. Under this new provision, students must be in early communication with their instructors regarding any known accommodation requests for religious beliefs and practices, providing notice of specific dates for which they request alternative accommodations within 14 days after the first instructional day of the course. Instructors in turn shall not question the sincerity of a student's religious or spiritual belief system in reviewing such requests and shall keep requests for accommodations confidential.

With sufficient notice, instructors will provide students with reasonable alternative accommodations with regard to examinations and other academic requirements with respect to students' sincerely held religious beliefs and practices by allowing up to three absences each semester for the student to attend or participate in religious activities. Examples of religious accommodations can include, but are not limited to, rescheduling an exam, altering the time of a student's presentation, allowing make-up assignments to substitute for missed class work, or flexibility in due dates or research responsibilities. If concerns arise about a requested accommodation, instructors are to consult their tenure initiating unit head for assistance.

A student's request for time off shall be provided if the student's sincerely held religious belief or practice severely affects the student's ability to take an exam or meet an academic requirement and the student has notified their in-

structor, in writing during the first 14 days after the course begins, of the date of each absence. Although students are required to provide notice within the first 14 days after a course begins, instructors are strongly encouraged to work with the student to provide a reasonable accommodation if a request is made outside the notice period. A student may not be penalized for an absence approved under this policy.

If students have questions or disputes related to academic accommodations, they should contact their course instructor, and then their department or college office. For questions or to report discrimination or harassment based on religion, individuals should contact the [Civil Rights Compliance Office](#). (Policy: [Religious Holidays, Holy Days and Observances](#))

Academic Misconduct

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee ([Faculty Rule 3335-5-48.7 \(B\)](#)). For additional information, see the [Code of Student Conduct](#).

Grievances and Solving Problems

A student who encounters a problem related to his/her educational program has a variety of avenues available to seek resolution. According to University Policies, if you have a problem with this class, you should seek to resolve the grievance concerning a grade or academic practice by speaking first with the instructor or professor. Then, if necessary, you may take your case to the department chairperson. Specific procedures are outlined in [Faculty Rule 3335-8-23](#), the [CPH Graduate Student Handbook](#), and the [CPH Undergraduate Student Handbook](#). Grievances against graduate, research, and teaching assistants should be submitted first to the supervising instructor, then to the chairperson of the assistant's department.

Creating an Environment Free from Harassment, Discrimination, and Sexual Misconduct

The Ohio State University is committed to building and maintaining a community to reflect diversity and to improve opportunities for all. All Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Civil Rights Compliance Office:

Online reporting form at <http://civilrights.osu.edu/>,
Call 614-247-5838 or TTY 614-688-8605,
Or Email civilrights@osu.edu

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university employees have reporting responsibilities to the Civil Rights Compliance Office to ensure the university can take appropriate action:

- All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.
- The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information: 1. Any human resource professional (HRP); 2. Anyone who supervises faculty, staff, students, or volunteers; 3. Chair/director; and 4. Faculty member.

**PUBHBHP 8899.02 – Grant Writing Seminar
List of Topics/Course Schedule for Course Syllabus
Spring 2026**

Module	Session Dates	Topics	Readings/Other Assignments	Assignment
1	1/16	<ul style="list-style-type: none"> • Introduction to the Semester and biosketch • Specific Aims and Significance check-in 	<ul style="list-style-type: none"> • Hollenbach, pp. 31-39 • NIH guidance on the biosketch • Example biosketchs 	<ul style="list-style-type: none"> • Due by 1/29, 11:59 PM: Draft of your Biosketch
2	1/30	<ul style="list-style-type: none"> • Candidate Section 	<ul style="list-style-type: none"> • Hollenbach, pp. 40-47 	<ul style="list-style-type: none"> • Due by 2/12, 11:59 PM: Candidate section
3	2/13	<ul style="list-style-type: none"> • Dr. Kristen Fox guest lecture: Fellowship Training Plans 	<ul style="list-style-type: none"> • Background and Goals section of example F31 applications 	<ul style="list-style-type: none"> • Due by 2/26, 11:59 PM: Training Plans section
4	2/27	<ul style="list-style-type: none"> • Review of Candidate and Training Plans sections • Approach section 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Due by 3/12, 11:59 PM: Aim 1 Preliminary data and Approach
5	3/13	<ul style="list-style-type: none"> • Review of Approach section • Statistical analysis and sample size calculation 	<ul style="list-style-type: none"> • Hollenbach, pp. 76-87 • Russell & Morrison, chapter 11 • Approach section of example F31 applications 	<ul style="list-style-type: none"> • Due by 3/26, 11:59 PM: Aim 2 Preliminary data and Approach
6	3/27	<ul style="list-style-type: none"> • Review of Approach section 	<ul style="list-style-type: none"> • Russell & Morrison, chapter 11 • Approach section of example F31 applications 	<ul style="list-style-type: none"> • Due by 4/9, 11:59 PM: Revised Approach section
7	4/10	<ul style="list-style-type: none"> • Review of Approach section • Abstract 		<ul style="list-style-type: none"> • Due by April 16, 11:59 PM: Final grant (Title, Abstract, Biosketch, Background, Training, Specific Aims, Approach)
8	4/24	<ul style="list-style-type: none"> • Mock Study Section 		<ul style="list-style-type: none"> • Critique due at Mock Study Section