

HLTH 6903 for Fall 2026

Grant Proposals and Ethics

We, the people of the Faculty of Science at Carleton University, acknowledge that our campus is located on the traditional, unceded territories of the Algonquin Anishinabeg people. Miigwetch for your hospitality and stewardship of this territory and the teachings that come from it. We are grateful for this land, the air that we breathe, and the water that sustains us all as well as for the animals, plants and other living beings: these enable us to research, teach, mentor, support, study, and learn. We recognize our responsibility to our natural environment and to reconciliation with Indigenous peoples.

Course Instructor: Velislava Tzaneva, PhD

How to address me: Veli, Velislava, Dr. Tzaneva

Gender Pronouns: (she/her/hers)

Email:

Note: If you have a question or would like to talk with me, you can send an email, visit me during student hours (see below), or approach me after lecture.

Best Ways to be in Touch: in class, via email

Student Hours: by appointment

Office Location: N/A

Class Location:

Class Times:

Prerequisites: N/A

Preclusions: N/A

Department/Unit: Health Sciences

Topics Covered and Learning Outcomes

Topics to be Covered

Week	Topic/Content	Activity
1 – Sept 15	Introduction to the Canadian funding landscape and demystifying the components of a grant application	Discussion – write for the intended audience
2 – Sept 22	Effective academic writing for grant applications; reflecting on and communicating your relevant experiences, achievements, and training expectations	Assignment #1a due – Proposal outline
3 – Sept 29	Beyond the Impact Factor: Rethinking Academic Success Through DORA	Discussion – How to integrate DORA into a research application?
4 – Oct 6	Introduction to research ethics and preparing a research application	Discussion – interpreting REB regulations Assignment #1b due – Proposal due
5 – Oct 13	Communicating your research to lay audiences	Assignment #2 due – Summary of Progress or Training Expectations and Research Environment
6 – Oct 20	Integrating patient partners and SGBA+ into research and practice	Assignment #3 due – Narrative CV (DORA)
7 – Oct 27	Fall Break	
8 – Nov 3	TCPS 2 Principle #1 – Respect for Persons	
9 – Nov 10	TCPS 2 Principle #2 – Concern for Welfare	Assignment #4 - Full grant application due Friday, November 27 by 5pm
10 – Nov 17	TCPS 2 Principle # 3 - Justice	
11 – Nov 24	Course review and wrap up	
12 – Dec 1	Student presentations	25-30 min student presentations on their proposed research
13 – Dec 8	Student presentations	25-30 min student presentations on their proposed research

Important dates and deadlines can be found here:

<https://calendar.carleton.ca/academicyear/>, including class suspension for fall, winter breaks, and statutory holidays.

Course level learning outcomes:

1. Develop a clear and persuasive research grant application appropriate for the Canadian funding landscape
2. Communicate research effectively to academic, funding, and lay audiences
3. Articulate research contributions and training goals using responsible assessment principles, including DORA.
4. Apply ethical, equitable, and inclusive research principles, including TCPS 2, patient engagement, and SGBA+.
5. Present and defend a research proposal clearly and effectively.

Assessments

Grade Breakdown

COMPONENT	GRADE VALUE	DATE
PARTICIPATION	10%	ongoing
ASSIGNMENT 1A	10 %	September 22, 2026
ASSIGNMENT 1B	15%	October 6, 2026 by 5pm
ASSIGNMENT 2	10 %	October 13, 2026 by 5pm
ASSIGNMENT 3	15%	October 20, 2026 by 5pm
ASSIGNMENT (MIDTERM) 4	25%	Friday, November 27, 2026 by 5pm
FINAL EXAM (STUDENT PRESENTATIONS)	15 %	Dec 1 and Dec 8, 2026

Late and Missed Work Policies

Late Work Late work will be accepted at a penalty of 5% per day for a maximum of 5 days after the deadline, after which, the submission will be evaluated, however, the student will receive a grade of 0% for that assignment. If you do submit an assignment late, please fill out an [academic considerations form](#) and send back to me no later than 24h after the deadline.

Missed Work

Short-term (5 days or less): Please fill out the [academic considerations form](#). You may submit this form once during the duration of the course.

Long-term (> 5 days): Supporting documentation is required for long term academic consideration requests. Please refer to Carleton University's policy for [longer-term accommodation](#).

Learning Material(s) and Other Course/Lab-Related Resources

Students are not required to purchase textbooks or other learning materials for this course. All texts (e.g. case studies) and course materials (e.g. publications, guidelines) will be available on Brightspace. Lecture slides will be posted on Brightspace the day of the lecture.

Academic Accommodations and Regulations

Carleton is committed to providing academic accessibility for all individuals. You may need special arrangements to meet your academic obligations during the term. The accommodation request processes, including information about the Academic Consideration Policy for Students in Medical and Other Extenuating Circumstances, are outlined on the Academic Accommodations website (<https://students.carleton.ca/course-outline/>).

Statement on Generative Artificial Intelligence (GenAI) Usage

As our understanding of the uses of AI and its relationship to student work and academic integrity continue to evolve, students are required to discuss their use of AI in any circumstance not described here with the course instructor to ensure it supports the learning goals for the course.

Moderate Use – Content Generation with Attribution

AI use in this course: Students may use AI tools for ideas, clarifying challenging concepts or getting started on projects. Some acceptable uses include:

- Sounding board (e.g. generating essay topics with ChatGPT, using Microsoft Word's Smart Lookup or Copilot to find inspiration and related topics)
- Creating outlines (e.g. using AI to structure an essay or presentation flow, using Microsoft Word's Outline View with AI suggestions)
- Providing definitions or explanations of complex concepts (e.g. using AI to explain a difficult theory or to find relevant information)

Documenting use of AI: It is necessary to document your use of AI in this course, using the following guidelines:

- Clearly identify and cite AI-generated text (e.g. "The following paragraph was generated by ChatGPT/Microsoft Word's Researcher tool/Copilot")
- Review, edit and ensure accuracy and originality of final submissions
- AI-generated content should not exceed 15 percent of the total assignment length.

Why have I adopted this policy? This policy supports the use of AI as a supplementary tool, helping students develop ideas and structure their work while emphasizing the importance of transparency and personal engagement with the content. AI can be used for inspiration and foundational support and can encourage students to critically assess and refine AI-generated material. Keep in mind that anything you enter in AI becomes public knowledge.

Statement on Academic Integrity

Students are expected to uphold the values of academic integrity, which include fairness, honesty, trust, and responsibility. Examples of actions that compromise these values include but are not limited to plagiarism, accessing unauthorized sites for assignments or tests, unauthorized collaboration on assignments or exams, and using artificial intelligence tools such as ChatGPT when your assessment instructions say it is not permitted.

Misconduct in scholarly activity will not be tolerated and will result in consequences as outlined in Carleton University's Academic Integrity Policy. A list of standard sanctions in the Faculty of Science can be found [here](#).

Additional details about this process can be found on the Faculty of Science Academic Integrity website.

Students are expected to familiarize themselves with and abide by Carleton University's Academic Integrity Policy.

Student Rights & Responsibilities

Students are expected to act responsibly and engage respectfully with other students and members of the Carleton and the broader community. See the 7 Rights and Responsibilities Policy for details regarding the expectations of non-academic behaviour of students. Those who participate with another student in the commission of an infraction of this Policy will also be held liable for their actions.

Student Concerns

If a concern arises regarding this course, your first point of contact is me: Email or schedule a meeting and I will do my best to address your concern.

Note: You can also bring your concerns to [Ombuds services](#).