

College of Arts and Sciences Curriculum Development Grant Program

Purpose

The program is designed to encourage, promote and help support either the development of new undergraduate and graduate courses or the revision of existing ones consistent with the emerging trends in the various disciplines, as well as the labor market.

Eligibility

All full-time regular tenured and tenure-track faculty and non-tenure track faculty (lecturers) who have an appointment in a unit within the College are eligible to apply for the College of Arts and Sciences Curriculum Development Grant funding. Ineligible faculty include adjuncts, part-time faculty, temporary faculty, and faculty actively serving on the Faculty Development Subcommittee of the Dean's Advisory Committee. Preference will be given to faculty without current funding.

Funding Level

The amount of funding available in an academic year can vary, but currently the total funding available is \$5,000 for the 2009-2010 academic year. The maximum award for any individual grant for the 2009-2010 academic year will be \$500. Applicants may request less than the maximum amount.

Scope of Program

Requests for any activities and/or purchases that support curriculum development efforts will be considered. Applicants may request funding for books, supplies, travel, equipment, software and other types of expenses necessary for carrying out the proposed curriculum development project. Travel to meetings in support of the curriculum development project or travel to work with colleagues on such a project will be supported. Requests for travel to attend professional meetings to present research results or for travel to workshops focused on research or service projects will NOT be supported. Requests for assistance with publication expenses will NOT be supported. At this time, an eligible faculty member may submit a proposal to only one of the three grant programs in any given academic year. Projects that overlap any of the three grant programs will be given due consideration but must be submitted via a single application to one of the three programs.

Submission Process and Deadline

One original and 7 copies of a proposal should be submitted to the Dean's office by the following deadline:

For the 2009-2010 academic year: December 11, 2009 by 5:00 pm.

Proposals meeting the stated guidelines will be evaluated by the Faculty Development Subcommittee of the COAS Dean's Advisory Committee. Proposals will be ranked for

significance, quality, likelihood of successful completion, and applicant's state of current funding.

Funds will be awarded by January 30, 2010.

All money must be expended by the spring purchasing deadline (May 21, 2010 this academic year).

Proposal Format

Each proposal shall be divided into sections as specified below. The proposal shall be typed in a 12 point font with a minimum of 1 inch margins.

1. Cover sheet (provided at the end of this announcement)
2. Description of project, significance, methods, and the expected outcome(s) including impact on students and/or significance to the department (3 page limit)
3. Literature references, citations, or footnotes in support of the proposal narrative (if applicable)
4. Detailed budget
5. Justification for each budget item (including travel), clearly explaining why each item is essential for the proposed project.
6. Abbreviated CV (2 page limit)
 - a. Name, Rank, Department
 - b. Highest current degree, discipline, and institution granted
 - c. List of accomplishments that support applicant's productivity, especially those related to teaching and curriculum development.

Reporting Requirements

Arts and Sciences Curriculum Development Grant recipients must submit the following items to the Dean's office at the end of the year from the award date (January 30, 2011 for this inaugural grant period):

1. Final report detailing work accomplished and a description of academic product, if any.
2. Itemized financial report of how research funds were spent.

Sharing Requirements

Arts and Sciences Curriculum Development Grant recipients must make a presentation based on work funded in whole or in part by the curriculum development grant at the College of Arts and Sciences Teaching Roundtable. This presentation must be made within one year of the conclusion of the grant period. The chair of the Lecture Series Subcommittee of the Dean's Advisory Committee will contact the grant recipient at the end of the grant period to schedule the presentation (during the 2010-2011 academic year for recipients of this inaugural grant).

**COLLEGE OF ARTS AND SCIENCES
CURRICULUM DEVELOPMENT GRANT PROPOSAL
2009-2010 ACADEMIC YEAR**

SUBMITTED BY: _____

DEPARTMENT: _____

TITLE OF PROPOSAL: _____

TOTAL FUNDS REQUESTED: \$ _____

PROPOSAL SUBMISSION DATE: _____

Signature of Applicant Date

Signature of Department Chair Date