CAS CURRICULUM DEVELOPMENT GRANT GUIDELINES

Purpose

To provide funding support to faculty for the creation of an innovative and engaging new course or program, or to support significant enhancements to an existing one. The funded course or program, when implemented, will augment the university mission of recruiting and retaining students of high academic quality. Proposals for interdisciplinary courses and programs are encouraged. General descriptions of projects funded in the most recent funding period can be found at the end of this document.

A. Amount of Awards:

The College of Arts and Sciences Curriculum Development Awards Committee will fund individual proposals up to $10,000. The granting Committee will assess each funding request and will determine the amount to be awarded. Grant funds may not be used for expenses that could be covered by existing divisional or departmental budgets or to cover operating expenses of existing courses/programs, sabbatical leaves, and/or for teaching buy-out(s). Faculty requesting grant funds to be awarded in the form of summer salary support may teach no more than one course during a grant’s summer award period. Expenses will be paid up front, unless the Dean indicates otherwise, except for faculty stipends. Funds not expended within two years of the grant award date will be forfeited.

B. Eligibility:

Eligible applicants are full-time faculty in the College of Arts and Sciences and School of Fine and Performing Arts (all grant applicants listed on any collaborative proposals must be from the College of Arts and Sciences and/or the School of Fine and Performing Arts). Proposals from faculty with final reports outstanding from previous University course development funding will not be distributed to the committee members for consideration. Only one application per faculty member (whether the main author, or a co-author on another project) will be considered during each round of grant reviews.
C. Deadline:

Proposals must be submitted via email to the Committee Chair NO LATER THAN 5:00 PM on Friday, February 26, 2016. This deadline is firm; proposals submitted after this deadline will not be distributed to the committee members for consideration.

D. How to Apply:

Complete applications should be submitted to the Committee Chair via email as one, continuous PDF document containing ALL of the supporting materials clearly labeled and organized in the order specified below. Proposals lacking any of the materials specified here will not be distributed to the committee members for consideration.

1. Completed and signed Curriculum Grant Proposal Cover Page

2. Proposal narrative, not to exceed 5 double-spaced pages, addressing the sections specified in the attached guidelines

3. A current, concise curriculum vitae, not to exceed two pages, for principal author(s).

4. Proposed course syllabus or program description.

5. Detailed budget and budget justification. Detail all items integral to completion of the project (being certain to indicate any that are being covered or partially covered by sources external to the grant).

Please note: Course proposals are typically funded at $4,800 plus fringe benefits of $1,698 ($4,800 × .3537). Past funds have been approved for necessary resources including but not limited to:

   a. Summer salary
   b. Written, text, software, technological, audio/visual, etc. materials and applications
   c. Equipment and/or hardware
d. Personnel assistance (i.e. funding for graduate assistants not already being funded by a department or division)
e. Travel and/or planning retreat costs

6. One letter from the Director or Chair of (each) impacted department(s) or unit(s) is required. This letter should indicate;

   a) Departmental or division support  
   b) The specific anticipated benefit of the project to the curricular structure of the affected department or division, and  
   c) A description of the extent to which the proposed course or program is either a new addition or an improvement on an existing course or program.

Although not required, one additional letter of support may be submitted from a person (i.e. a colleague, student, staff member, etc.) of the grant author’s choosing. Any letter(s) should be addressed to the CAS Curriculum Development Awards Committee.

**E. Past Disbursed Grants**

All projects funded during the most recent granting period were for the development of new courses. Past grants have been awarded for course development as well as the development of integrated programs, certificates, a minor, and other collaborative efforts.