

CURRICULUM DEVELOPMENT GRANT GUIDELINES

Purpose: To provide funding for faculty to create a new course/program, or significantly to enhance an existing one. The course or the program, when put into practice, should help the university to recruit and retain students of high academic quality.

A. Grants: The CAS Curriculum Development Awards Committee will fund proposals in the range of \$1,000 to \$6000. The Committee will consider the appropriateness of the budget and may award less than the requested amount. Summer salary support recipients may teach no more than one course during the summer.

B. Curriculum Development Grants were established to support the development of novel courses or programs. These may include courses that are new to this campus or the university system, or significant revisions to existing courses /programs that cannot be funded from existing divisional or departmental budgets. This grant may not be used for operating expenses of existing courses/programs, sabbatical leaves, or for teaching buy-out(s).

C. Eligibility: Eligible applicants are full-time faculty who will remain employed by the University for one full year following the design and implementation of the proposed course/program. Funds must be expended within two years of the award date. Collaboration in the College is encouraged.

D. Restrictions: Applications will not be accepted from faculty members who have final reports outstanding from previous University course development funding. Only one application per faculty member will be considered.

E. Deadlines: Proposals must be submitted through the IT drop box at <http://www.umsl.edu/dropbox>. Once out at the site, login with your SSO ID and pass-word. Simply enter the email address: fernlund@umsl.edu, browse for the file and click submit no later than 5:00 P.M. December 1st, 2011.

F. How to Apply: Complete applications should be submitted as one continuous PDF document with supporting materials titled and organized in the following order:

1. Completed and signed Grant Proposal Cover Page.
2. Proposal narrative – no longer than 5 pages – addressing the following questions:
 - What is the project intended to accomplish (objectives, significance, outcomes)?
 - What activities/methods are planned in order to achieve the project's objectives?
 - What qualifications do you bring to the position as the grant director?
 - What previous curriculum grants have you received; what resulted from those projects?
 - What other curricular design grants have you earned outside of UMSL?

- What anticipated impact will your project have on recruiting and retaining exemplary students?

3. Course Syllabus.

4. Detailed budget and budget justification. Include all items necessary to complete the project, including but not limited to summer salary, audio/visual materials, equipment, and personnel assistance. Indicate budget costs supported by department/division or other sources.

5. Two letters of support addressed to **CAS Curriculum Development Awards Committee**. Both letters may be from internal sources. One letter must be from the unit's Director or Chair indicating support and addressing the impact of the project on the unit's curriculum structure. This letter must explicitly note that this course or program is either new or needs major improvement. If it is new to this campus or the university system, describe the ways in which this work is above and beyond departmental/divisional norms regarding course revisions or development.

6. Current curriculum vitae(s) of principal investigator and any other authors.