SOUTHERN CONNECTICUT STATE UNIVERSITY
FACULTY DEVELOPMENT ADVISORY COMMITTEE (FDAC)

Request for Proposals for Curriculum Related Activity Grants

This grant opportunity is open to all full-time faculty.

Examples of topics/courses that would be considered appropriate for the Curriculum Related Activity Grant program include, but are not limited to:

- Core or elective courses that promote and enhance student enrollment and retention
- Core or upper-level elective courses that meet a curricular need (e.g. prompted by a program review)
- Demonstrated student demand OR aid in student retention and timely completions
- Meaningful advances in social justice pedagogy
- Program development and revision, including significant revisions necessitated by LEP changes[1]
- Recommended program modifications for accreditation/assessment[1]
- Writing courses (i.e., courses designated as "W" courses)[1]

Proposals should clearly reflect effort and activity that is above and beyond normal expectations for course preparation or moving an existing on-ground course to become hybrid or online. Proposals that focus on converting a single course to an online format will not likely be funded. Preference will be given to projects that enhance instruction and assessment of learning in multiple sections of courses or entire programs. Prior funding does not guarantee future funding.

Restrictions. The following restrictions apply to all proposals:

1. Awards are limited to a maximum of $2,500 for individual awards and $5,000 for awards involving two or more full-time faculty members. Funding for collaborative proposals must be shared by all applicants. For joint proposals, it is necessary to describe the specific contribution of each member in detail. The entire amount may be used as a stipend. Any equipment or supply costs must be justified.

2. Any funds awarded for this 2025-2026 grant cycle must be expended by June 30, 2026.

3. Requested funds do not support proposals for which there is a more appropriate institutional source: for example, the AAUP travel monies, the CSU Research Grant, Faculty Development Grant, Minority Recruitment and Retention.

4. Only **one proposal per project** or activity will be accepted and considered for funding. Only **one**

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[1] Due to the significant changes to the LEP and Writing program enacted recently, proposals targeting LEP or writing courses ("W" courses) will be shared with the respective faculty Directors. Faculty planning to submit a proposal targeting writing courses are therefore strongly encouraged to consult with the relevant Director before submission.

proposal per person (e.g., proposed individually, proposed jointly) will be accepted and considered for funding. Do not to submit multiple proposals, even if they are joint proposals. **If two proposals are submitted by one person or per project, neither will be reviewed for funding.**

5. A final report is due August 1, 2026. Individuals who have previously received awards under this program must have submitted a final report to the Office of Faculty Development in order to be considered for the current award cycle.

6. **All proposals must be submitted on [Kuali Build](#) by the due date**. See "submission procedures" below for more information on this requirement.

7. Applicants are responsible for discussing the proposed course/project with their department chairs prior to the submission. Department chairs, or Dean will be asked to approve with the following conditions in the Kuali system:

- *As a department chair/Dean, I confirm that there is a need for the proposed course/project within the department and/or college*
- *As a department chair/Dean, I agree that I have discussed the development of this course/project with the applicant*
- *I confirm that this course/project does not pose a duplication internally or externally (within CSCU)*

Addendum to Grant Proposal Submission Guidelines

1. Late Submissions
Please be advised that no late submissions will be accepted under any circumstances. FDAC members are not responsible for determining what should be considered an extenuating circumstance. We encourage all applicants to plan ahead and submit their proposals by the designated deadline. If you require assistance before submitting, you may contact the Office of Faculty Development (OFD) for guidance in advance.

2. Contact with FDAC Members
To maintain fairness and integrity in the review process, individual members of the Faculty Development Advisory Committee (FDAC) should not be contacted to solicit exceptions or seek additional information outside of the standard procedures. All inquiries should be directed to the OFD.

3. Acceptance of Partial Funding
In cases where the committee offers a grant amount lower than requested, applicants are expected to complete the project as proposed if they choose to accept the partial funding. However, if the proposed funding is not sufficient to support the project, applicants have the option to decline the grant.

4. Finality of Decisions

FDAC decisions are final and non-negotiable. Applicants should not seek to challenge or negotiate decisions once they have been made. If there are any questions or clarifications needed prior to submission, we encourage applicants to reach out to the OFD for assistance.

Calendar for 2025 - 2026 Curriculum Related Activities Grant Competition

- February 18, 2025   [Kuali Build submission portal](#) opens

- March 24, 2025 (Monday)   4:00 p.m. deadline for submission of completed proposals via [Kuali Build](#). Acknowledgements from co- proposers and chairperson(s) due within three business days.

- May 7, 2025   Application Review completed by the committee

- May 14, 2025   Awards announced
- July 1, 2025   Grant activity cycle begins
- June 30, 2026   Grant activity cycle ends
- August 1, 2026   Final Report due

Submission Procedures
Proposals must be submitted via [Kuali Build](#) **by 4:00 p.m. on Monday, March 24, 2025.** It is the responsibility of the applicant to submit the proposal by the deadline time and to ensure all approvals by co-proposer(s) and chairperson(s) are received within 3 days after the deadline. Late proposals will not be accepted. Individuals who have previously received awards under this program must have a report on the project with the below-mentioned materials to the Office of Faculty Development and SPAR in order to be considered for the current CRAG award cycle.

Reporting Outcomes
Any funds awarded for this grant cycle must be expended by June 30, 2026. **Reports must be submitted via Kuali by August 1, 2026** and include a one-page summary of project outcomes. Grant recipients are encouraged to share deliverables with Faculty Development. Recipients may also be asked to participate in Faculty Development events to showcase their work and innovative curricular activity. Visit the following link to submit the report: [Project Report Submission Form](#)

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY DEVELOPMENT ADVISORY COMMITTEE

Curriculum Related Activity Grant Proposal 2025-2026

- Applications must be submitted via the submission portal (Kuali Build) by 4:00 p.m. on March 24th, 2025 Acknowledgements by the department and/or DCC chair must be received within three business days of the deadline.
- The submission portal will open on February 18, 2025.
  - Link to Submission Portal: Curriculum Related Activity Grant
  - The link to the portal will also be located on the website for the Office of Faculty Development (https://inside.southernct.edu/faculty-development/grants/curriculum-related-grants). Please check this site often as it will have the most up-to-date information.

In the application, proposers will need to provide:
- Contact information (including co-proposer(s) and chairperson(s))
- Project Title
- Project Summary: Provide a summary for the project that includes a detailed explanation of how this project will result in an enhancement of teaching and learning and what the direct benefits will be for the students. (LIMIT: 1300 characters, including spaces).
- Potential and Documented Benefits/Rationale: What will be the impact of this project on the planning or implementation of the curriculum activity for which it is designed? Specifically discuss how the need for this project was determined and what specific improvement(s) in teaching students, helping students attain their degrees, and/or enhancing curriculum will result from the completion of this project. If the proposal is for a course revision, provide the rationale for why this revision is more than just "updating a course" and what specific pedagogical changes will result from the offering. Proposals for new courses must be justified by a detailed explanation as to why this is not a normal curricular activity within the faculty member's scope of practice. Department Chairs/DCC Chair and STAR reports can be used as an evidence to substantiate the need (LIMIT: 2000 characters, including spaces).
- Goals/Evaluation/Outcomes: Provide a detailed description of the overall goal(s) and specific objectives for this project. Include a description of how the goals and subsequent objectives will be measured and evaluated. Discuss how the outcome of this project will be evaluated, qualitatively or quantitatively, and how you will correlate your outcome measures to the goals and the objectives. (LIMIT: 1300 characters, including spaces).
- Methodology & Timeline: Provide a clear description and timeline of the steps or methods/activities to meet the goals and objectives, including the evaluation of this project's goals and objectives. Include the anticipated hours devoted to each component of the project.
- Budget & Justification: Provide an itemized budget and the rationale for each requested item. While the entire amount may be used as a stipend, any equipment or supply costs must be justified.
- For Joint Projects: Provide a clear and detailed explanation of the unique responsibilities of each participant. Include a description of the different role each participant will play in terms of the goals, objectives and measurement of project outcomes. **Failure to provide this**

information will automatically disqualify your proposal. (LIMIT: 1300 characters, includes spaces).

CURRICULUM RELATED ACTIVITIES GRANT CYCLE
2025–2026 RUBRIC

Criterion	Yes	No
There is only one project for this proposal or activity. (Not different people seeking funding for same project/activity)		
There is only one project proposed by this individual. (Not multiple projects nor listed multiple times on joint projects)		
If the course is offered elsewhere on campus, justification for the same/similar course provided in the proposal		
Chairperson(s) has(have) acknowledged the project and agreed to promote the course/program without delay in enrollment.		
Budget does not exceed $2,500 for individual/$5,000 for collaborative.		
All honorariums include detailed justification.		
If a similar CRAG activity has been previously funded, evaluation summaries and final report from the previous activities accompany the proposal.		

Any "No" in the checklist above means that the proposal does not move past initial review.

Criterion	Exemplary	Acceptable	Unacceptable
Proposal is from applicant that did not receive grant during last cycle	Did not receive grant last cycle. (3)	Did receive grant last cycle. (1)	Information not available. (0)
Proposal benefits faculty at multiple levels	Audience is well described AND level of interest has been clearly demonstrated. (8)	Audience is described AND some evidence of interest has been presented. (4)	Audience is minimally described OR the level of interest has not been included. (0)
	Audience is school/college wide OR wider (campus-wide). (8)	Audience includes faculty beyond those directly involved in proposal. (4)	Audience is limited to proposer(s). (0)
Proposal seems likely to enhance curriculum development	Impact of the project articulated, need or curriculum gap identified, and rationale provided with clear evidence (10)	Impact of the project stated without detailed explanation, need or curriculum gap identified, and rationale provided with evidence (5)	Impact of the project not well articulated, need or curriculum gap remain unclear, and rationale provided without evidence (0)
Significance / Goal	Proposal is well-focused and provides clear goal. (8)	Proposal provides clear goal but may be unevenly focused on that goal. (4)	Proposal is either unfocused OR does not provide a clear goal. (0)

	Proposal provides clear and compelling evidence of a worthy purpose. (8)	Proposal provides some evidence of a worthy purpose. (4)	Proposal provides limited to no evidence of a worthy purpose. (0)
Work plan	Work plan provides clear evidence that the actions will achieve the stated goal. (3)	Work plan provides some evidence that the actions will achieve the stated goal. (1)	Work plan provides limited or no evidence that the actions will achieve the stated goal. (0)
	Work plan provides clear evidence that the plan can be accomplished. (3)	Work plan provides some evidence that the plan can be accomplished. (1)	Work plan provides little or no evidence that the plan can be accomplished. (0)
	Work plan provides a high level of detail describing how the success of the grant will be evaluated. (3)	Work plan provides a sufficient level of detail describing how the success of the grant will be evaluated. (1)	Work plan provides limited or no detail describing how the success of the grant will be evaluated. (0)
	The timeline is both specific AND reasonable to achieve the goals of the project. (3)	The details of the timeline may be uneven, but the timeline is reasonable to achieve the goals of the project. (1)	The timeline is vague OR may not be reasonable to achieve the goals of the project. (0)
Budget	Clear rationale for why the Curriculum Related Activities Grant Fund is the most appropriate source to support the proposed program. (5)	Some rationale for why the Curriculum Related Activities Grant Fund is the most appropriate source to support the proposed program, but it may be unevenly described. (2)	Limited or no rationale for why the Curriculum Related Activities Grant Fund is the most appropriate source to support the proposed program. (0)
Total possible: 62			