

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

- Interdisciplinary collaborations and other developments that further the goals of the Liberal Education Program
- Meaningful advances in social justice pedagogy
- Program development and revision
- Recommended program modifications for accreditation/assessment¹
- Significant innovations in technological or online learning
- Writing courses (i.e., courses designated as “W” courses)²

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**. Preference will be given to projects that enhance instruction and assessment of learning in multiple sections of courses. 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. Funded collaborative proposals will be shared by all applicants. For joint proposals, it is necessary to describe the contribution of each member in detail and there must be a separate budget for each participant. The entire amount may be used as a stipend. Any equipment or supply costs must be justified.
2. Any funds awarded for this 2021-2022 grant cycle must be expended by June 30, 2022.
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 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.

¹ Faculty planning program revisions are strongly encouraged to speak with the [Associate Vice-President for Academic Affairs](#) before submission.

² Due to the significant changes to the Writing program enacted in 2020, proposals targeting writing courses (“W” courses) will be shared with the Director of the [Writing Center](#). Faculty planning to submit a proposal targeting writing courses are therefore strongly encouraged to consult with the Director before submission.

5. A final report is due August 1, 2022. 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.

Calendar for 2021-2022 Curriculum Related Activities Grant Competition

- April 5, 2021 Kuali Build submission portal opens
(visit <https://inside.southernct.edu/faculty-development/grants/curriculum-related-grants>)
- April 7 and 21, 2021 1:00 p.m. Q&A session for Kuali Research submission process, sponsored by SPAR ([click here to register](#))
- May 3, 2021 (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.
- By May 30, 2021 Awards announced
- July 1, 2021 Grant activity cycle begins
- June 30, 2022 Grant activity cycle ends
- August 1, 2022 Final Report due

Submission Procedures

Proposals must be submitted via Kuali Build by 4pm on the due date (see the Calendar above). It is the responsibility of the applicant to submit the proposal on time and to ensure all approvals by co-proposer(s) and chairperson(s) are received. 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, 2022. **Reports must be submitted via Kuali by August 1, 2022** 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.

**SOUTHERN CONNECTICUT STATE UNIVERSITY
FACULTY DEVELOPMENT ADVISORY COMMITTEE**

Curriculum Related Activity Grant Proposal 2021-2022

- Applications must be submitted via the submission portal (Kuali Build) by 4 p.m. on May 3, 2021 (Monday). Acknowledgements must be received within three business days of the deadline.
- The submission portal will open on April 5, 2021.
 - The link to the portal will 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.
- Q&A sessions for help with the submission portal will be held by SPAR on April 7 and 21, 2021, at 1:00 p.m. (see calendar above).

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 or approximately 200 words.)
- Needs Assessment/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. Provide a clear rationale for how this work differs from normal preparation for your curriculum or your responsibilities as a faculty member in your department. 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. (LIMIT: 2000 characters or approximately 300 words.)
- 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 or approximately 200 words.)
- 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 a clear and detailed presentation and justification for the budget items requested. While the entire amount may be used as a stipend, any equipment or supply costs must be justified. If this is a collaborative project, there must be a separate budget for each participant.
- 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 or approximately 200 words.)

**CURRICULUM RELATED ACTIVITIES GRANT CYCLE
2021-2022 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)		
Chairperson(s) has(ve) acknowledged the project/received notification.		
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	Potential benefit to the curriculum. (10)	Potential benefit to the curriculum. (5)	Potential benefit to the curriculum. (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 the intended marketing and promotions plan. (3)	Work plan provides a sufficient level of detail describing the intended marketing and promotions plan. (1)	Work plan provides limited or no detail describing the intended marketing and promotions plan. (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: 65			