**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.

Curriculum Related Activity Grant proposals should address targeted areas: writing courses, innovations in technological or online learning, incorporating social justice pedagogy into curricula, program development, interdisciplinary collaborations and other developments that further the goals of the Liberal Education Program, program revisions for accreditation, and departments’ academic strategic plans. 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 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 2020-2021 grant cycle must be expended by June 30, 2021.
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.
5. A final report is due September 30, 2021. 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 Blackboard by the due date**. See highlighted content below for more information on this requirement.
7. Proposals can be completed using Adobe Acrobat or Reader (not Apple Preview or an Internet Browser). Proposals should be reviewed carefully to be sure they are error-free before submitting to FDAC for consideration.
8. Proposals should be signed electronically (“e-signature”) using Adobe Acrobat or Reader (not Apple Preview or an Internet Browser). **All sections of the grant application must be completed before e-signatures are applied. Any revisions or added text will remove all previously applied e-signatures**. Please see directions at the end of this document on how to sign electronically using Adobe.

**2020-2021 Calendar**

Thursday March 27, 2020 4:00 pm Deadline for Receipt of Proposals. **Late proposals will not be accepted.**

Thursday April 30, 2020 Awards Announced

Thursday September 30, 2021 Final Report due to Faculty Development

**Submission Procedures.** **Proposals must be submitted via Blackboard (search for “Faculty Development Grant Committee” by 4pm on the due date. See the Calendar above).** It is the responsibility of the applicant to submit the proposal on time. **Late proposals will not be accepted.** Individuals who have previously received awards under this program must have submitted a report on the project with the below-mentioned materials to the Office of Faculty Development in order to be considered for the current FDAC Grant award cycle.

**Submission Checklist**

* completed proposal
* consent e-signatures of each individual working on joint projects
* letter from the department chairperson or program coordinator acknowledging that the department or program has been informed should be submitted with the proposal.
* itemized and detailed budget (including separate budget for collaborator/s if a joint proposal)
* grant report from previous cycle (if applicable)

**SOUTHERN CONNECTICUT STATE UNIVERSITY**

**FACULTY DEVELOPMENT ADVISORY COMMITTEE**

**Curriculum Related Activity Grant Proposal 2020-2021**

Faculty Rank of Principal Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funding Request: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this a Joint Proposal? Yes No

If Yes, please fill in formation for co-proposers (add separate sheets as necessary):

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have received a previous Curriculum Related Activity Grant and have submitted my project reports.

SUMMARY

1. 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: 200 words.)

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NEEDS ASSESSMENT/RATIONALE

2. 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: 300 words.)

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GOALS/EVALUATION/OUTCOMES

1. 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: 200 words.)

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## METHODOLOGY & TIMELINE

1. 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.

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| --- | --- | --- |
| **TIMELINE** | **DESCRIPTION OF STEPS OR METHODS/ACTIVITES TO MEET GOALS/OBJECTIVES, INCLUDING EVALUATION OF PROJECT GOALS AND OBJECTIVES** | **ANTICIPATED HOURS** |
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BUDGET JUSTIFICATION

5. 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.

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| ITEM | RATIONALE | AMOUNT |
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|  | TOTAL |  |

FOR JOINT PROJECTS

7. 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. (200 words)

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**SIGNATURE PAGE**

Official Digital signatures are required by all faculty assuming responsibility for the project.

Name of Principal Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type Name

Principal Contact E-Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Co-Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type Name

Co-Proposer E-Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Co-Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type Name

Co-Proposer E-Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Type Name

Co-Proposer E-Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Co-Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type Name

Co-Proposer E-Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By e-signing this form, the chairperson or program coordinator acknowledges that the department or program has been informed of this proposal.

Chairperson or Program Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type Name

Chairperson or Program Coordinator E-Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_