

Criteria for Teaching and Curriculum Development Grant Proposals

Purpose: To foster teaching or curriculum innovations and improvements that enhance student learning. Appropriate projects might address curriculum planning, pedagogy, and/or course development or revision, and may include individual research, collaborative seminars, consortia, workshops, and/or tutorials. Projects relating to international or off-campus study programs must be coordinated with the Director of International and Off-Campus Studies; projects seeking support for purchase of computing hardware or software must be coordinated with the Director of Information and Instructional Technologies.

Eligibility: Faculty appointed to minimum 0.50 FTE positions for the academic year during which application is being made and the academic year following the award of the grant. Preference to applicants who have not received a faculty development grant in the past two years.

Award: Academic year awards provide project expenses (such as travel, lodging, meals, books and supplies, and consultant or speaker fees) and stipends for faculty having leadership responsibility for the project, up to a maximum of \$2500. Summer awards provide project expenses (such as those described above) and stipends, up to a maximum of \$4000; stipend maximum of \$100 per person per day for project participants and \$200 per day for faculty having leadership responsibility for the project. Individual stipend totals may not exceed \$2000 per person

Deadline: Friday, February 27, 2004, by noon

Criteria for review:

Applications for Teaching and Curriculum Development Grants must follow the [General Guidelines for All Grant Categories](#). In addition, the narrative proposal for a Teaching and Curriculum Development Grant must address each of the following specific criteria:

A. *Enhancement of student learning:* Applicants must describe the ways in which the teaching or curriculum innovation and/or improvement(s) will enhance student learning. Applicants may describe the contributions of their project in terms of a specific major, department, or program, General Education requirements, or liberal arts pedagogy more generally.

B. *Program need:* Program need is evaluated with reference to:

(1) *Relevance of the project to the pedagogical or curriculum needs of the applicant's department or program and/or College as a whole.* Applicants should specify the academic needs the project will address. It is strongly recommended that applicants submit a letter of support from their department chair, program director, the chair of GEC or CEPC, Associate Dean, or other relevant academic leader.

(2) *Urgency of the project.* Projects whose objectives are tied to program requirements, changing pedagogy, staffing changes, or other circumstances warranting innovation or improvement are more likely to be funded than projects meeting less immediate needs.

C. *Appropriateness of project design:* Project design is evaluated with reference to:

(1) *Specificity of project activities.* Applicants must identify the overall time frame for the project, describe the activities they will undertake, and indicate an approximate schedule for their work.

(2) *Suitability of project activities.* Applicants must show that the project activities are appropriate to their preparation for the project, suitable for the proposed time frame and schedule, and likely to accomplish the intended outcomes.

D. *Participant preparation*: Applicants should highlight relevant information from the curriculum vitae attached to the proposal, such as previous teaching experience, publications, and/or leadership in other teaching or curriculum development efforts. Applicants should also describe any additional preparation that may not be reflected in their CV's, such as research conducted in anticipation of the application. If the application is being submitted by a group, only the preparation of the project director needs to be discussed in detail; however, a brief rationale for the inclusion of the other participants should be provided as well.

E. *Plans for dissemination*: Applicants must describe how they will share the activities and outcomes of the project with a wider audience, which may include their department or program, one or more of the college Faculties, the campus community more generally, and/or colleagues at other institutions. Applicants are encouraged to consult with the Director of the Center for Innovation in the Liberal Arts in developing their plans for on-campus dissemination.

F. *Budget justification*: Applicants must attach a completed [FDC Grant Application Budget Form](#) and explain the amounts requested in each budget category. The budget and the accompanying justification will be evaluated on the basis of:

(1) *Specificity*: Applicants must anticipate expenses in sufficient detail.

(2) *Need*: Applicants must show that the anticipated expenses are necessary to the project outcomes.