**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
* 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 changes1
* Recommended program modifications for accreditation/assessment1
* Writing courses (i.e., courses designated as “W” courses)[[1]](#footnote-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, unless unique and creative changes are highlighted. 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. 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 2024-2025 grant cycle must be expended by June 30, 2025.
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 August 1, 2025. 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**](https://southernct.kualibuild.com/app/builder/#/app/5f297f1da7346cd209ec1887/run) **by the due date**. See “submission procedures”

below for more information on this requirement.

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

* *As a department chair, I confirm that there is a need for the proposed course/project within the department and/or college*
* *As a department chair, I agree that I have discussed the development of this course/project with the applicant*
* *﻿Upon development of this course/project, I agree to review the contents and promote the course/project without undue delay provided that no additional questions arise*

# Calendar for 2024-2025 Curriculum Related Activities Grant Competition

* + February 12, 2024 [Kuali Build submission portal](https://southernct.kualibuild.com/app/builder/#/app/5f297f1da7346cd209ec1887/run) opens
  + March 18, 2024 (Monday) 4:00 p.m. deadline for submission of completed

proposals via [Kuali Build](https://southernct.kualibuild.com/app/builder/#/app/5f297f1da7346cd209ec1887/run). Acknowledgements from co- proposers and chairperson(s) due within three business days.

* April 29, 2024 Application Review completed by the committee
  + May 13, 2024 Awards announced
  + July 1, 2024 Grant activity cycle begins
  + June 30, 2025 Grant activity cycle ends
  + August 1, 2025 Final Report due

## Submission Procedures

Proposals must be submitted via [Kuali Build](https://southernct.kualibuild.com/app/builder/#/app/5f297f1da7346cd209ec1887/run) **by 4:00 p.m. on Monday, March 18, 2024.** 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, 2025. **Reports must be submitted via Kuali by August 1, 2025** 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](https://southernct.kualibuild.com/app/builder/#/app/5e66a26a08f295001f81f3ab/run)

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

## Curriculum Related Activity Grant Proposal 2024-2025

* + Applications must be submitted via the submission portal ([Kuali Build](https://southernct.kualibuild.com/app/builder/#/app/5f297f1da7346cd209ec1887/run)) by 4:00 p.m. on March 18th, 2024 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 12, 2024.
    - Link to Submission Portal: [Curriculum Related Activity Grant](https://southernct.kualibuild.com/app/builder/#/app/5f297f1da7346cd209ec1887/run)
    - 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 2024-2025 RUBRIC

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| --- | --- | --- |
| 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(ve) 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.

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| --- | --- | --- | --- |
| Criterion | Exemplary | Acceptable | Unacceptable |
| Proposal is from applicant that did notreceive 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) |

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| 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 |  |  |  |

1. 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](https://inside.southernct.edu/writing-center). Faculty planning to submit a proposal targeting writing courses are therefore strongly encouraged to consult with the Director before submission. [↑](#footnote-ref-1)