OFFICE OF GRANTS & FUNDED RESEARCH

2023 Curriculum Development Grant Guidelines

OVERVIEW

Central Connecticut State University Internal Funding: CCSU encourages faculty to engage in research and other scholarly activities beyond their teaching and administrative responsibilities. The Office of Grants and Funded Research (GFR) was established to support CCSU faculty members in their pursuit of internal and external funding for such activities.

Curriculum Development (CD) Grants: GFR facilitates access to, among other sources, the funds stipulated in Article 9.11 of the CSU-AAUP Collective Bargaining Agreement. Article 9.11 refers to special funds allocated for *curriculum-related activities performed by full-time members **during the summer or intersession***. The Article further stipulates that such funds shall be expended *at the discretion of the President or designee following an advisory system established by the Chief Academic Officer*.

Grant Administration: At CCSU, curriculum development funding decisions are achieved through the annual Curriculum Development Grant Competition. This competition is administered each spring by GFR with the advisory support of the University's Internal Grant Review Committee (the Committee). The Committee is comprised of Assistant, Associate and Full Professors from each of CCSU's five schools. GFR and the Committee strive to make every aspect of the grant administration process fair and judicious.

GRANT GUIDELINES

Eligibility: The Curriculum Development Grant Competition is open to tenure-track, full-time faculty members. Proposals are accepted from individuals, groups of faculty members with common interests, and academic departments.

Submission Deadline: Proposals must be electronically date stamped by **4:00 p.m. on Wednesday, March 8, 2023**. Submissions must be emailed from your CCSU email address as a single PDF to grants@ccsu.edu.

Grant Period: Proposed activity must take place during the 2023 summer and/or 2023-24 winter sessions. Budget expenditures may take place until January 31, 2024, after which unused funds will revert to a campus account. A final report describing major activities and outcomes is due to GFR no later than February 28, 2024.

Funding Priorities: Curriculum development funds are awarded to support the development of courses or programs new to the University, significant revisions to existing courses or programs, or for other activities related to teaching and learning which cannot be funded from existing divisional or departmental budgets. Curriculum development activities can vary greatly from discipline to discipline, and while the definition of curriculum development may be broadly construed, it is incumbent upon the applicant(s) to clearly explain how the requested resources will be specifically applied to further curriculum-related goals. The applicant(s) should **provide documentation that there is a departmental commitment that a proposed course is a priority, and will run, or documentation that proposed curriculum development activities will fill an existing need in a department or the University.** This will help the Committee prioritize which proposals provide the most value for the CCSU community.

NOTES: **A.** We strongly encourage curriculum grant proposals that seek to address the goals and action items of the CCSU Strategic Plan 2030. Examples include curricula that integrate interdisciplinary approaches; diversity, equity, and inclusion; information literacy; community engagement; and innovative pedagogy.

B. Annual curriculum revisions are generally not funded under this competition, unless it is a major revision. A rationale for revision must be included in your proposal.

C. Adaptation of curriculum to an on-line version will not be funded unless it is to include advanced on-line technology.

PLEASE NOTE: Research projects are not accepted in this competition.

Award Limits: There are no award limits; however, funding requests should be limited to essentials for the accomplishment of the proposed outcome

Allowable Expenses: Funding may be requested for the following categories:

- **PI/Co-PI salary support** – A maximum stipend of $1,200 per faculty member dedicated to the project is permitted. In high volume competitions, the Committee may choose to reduce stipends in order to fund more projects. Proposals which include multiple faculty members must explain the role of each individual applicant, and why each applicant is necessary for the execution of the proposed curriculum development plan. The proposal must make the case for the necessity of, and the specific role for, each applicant above and beyond his or her regular duties to receive multiple stipend awards for a single proposal.
  Note: Applicants may only receive one stipend per competition. That is to say, if an applicant submits or is named in multiple proposals, they may nevertheless only receive a maximum stipend of $1,200. This models the approach used in the CSU-AAUP Research Grant competition.

- **Student workers** – Hourly wages may be paid to undergraduate or graduate students for their assistance with development and pilot implementation of course design or revision. Please use current University student wage guidelines when budgeting for student workers. If a proposal is requesting funds for student workers, please clearly explain exactly what tasks student workers will be asked to complete, and specifically detail why each and every student included on the proposal is necessary for the completion of the proposed activity, particularly if you are also asking for a faculty stipend.

- **Support Services** – External or Internal content and process experts may be hired as consultants or contractors. If a proposal is requesting funds for external partners or consultants, the proposal must make the case for the necessity of, and the specific role for, each external partner, consultant or contractor. If seeking to hire an adjunct faculty member, you must first discuss this with your Department Chair to determine this allowability based on load hours.

- **Educational and technical resources**—Education and technical resources may include, but are not limited to, the following kinds of cost categories, with the accompanying guidance as to allowability and allocability:

  - Hardware, software or office supplies required for the proposed activity may be requested if acquisition is not possible through the academic department. Requested items (including books and other printed material) must be specifically for course or program development or revision.
  - If you are requesting books and/or printed materials you should provide a specific listing of such, demonstrate that they are not otherwise available through the library, and make clear that these are not classroom materials, but rather curriculum development materials.
  - Materials purchased with grant funds become the property of CCSU. Please provide evidence that all other funding sources have been exhausted for any equipment or supply requests.
  - In addition, please provide evidence that any requested software is not available through campus resources.

➢ Lab equipment and other class supplies are generally not eligible for funding unless a strong case can be made as to their specific and necessary use in relation to the proposed course(s) and other funding sources cannot be found in any other area of the University.

➢ If consumable supplies are requested, please outline plans for how sustained funding will be provided for the operation of the proposed curriculum activities at the end of the grant period.

➢ If departmental support will be required for the sustained funding of requested consumable supplies, in your appendix please include a letter that speaks to this support from your department chair (or other relevant administrator).

- **Travel funds** – Support for attendance of workshops or institutes specifically focused on a proposed course design, revision, or other curriculum/pedagogy-related activity is permissible to the extent that the proposal explains this relevance. Please note that Article 9.5.1 of the CSU-AAUP Collective Bargaining Agreement also provides funding for travel up to $1,500 annually for each full-time faculty member. Funding shall be permitted for costs incurred up to the maximum per diem rates published by the US General Services Administration (https://www.gsa.gov/travel/plan-book/per-diem-rates). Applicants are required to pro-rate these budget items to account for partial days of travel as well as any meals included in conference costs. Please screenshot air itineraries from www.Kayak.com.

  NOTE: Please be aware of the Travel Office Policies and Procedures. You should not incur any expenses prior to the Travel Authorization (TA) being approved by the Travel Office. Please keep this in mind prior to registering for a conference, booking travel, etc. You are encouraged to file a "No Cost to State TA", upon submitting this proposal so that your expected expenses are pre-approved. Please work with the Travel Office if you have questions or need help. The Travel Office will approve your upcoming TA and can advise on booking the travel upon the awarding of the grant. Any expenses incurred before the awarding of the grant MAY be at the applicant's own expense, with the possibility of no reimbursement. This is of special importance for anyone who needs to travel or attend a conference (either in person or virtually) shortly after the awarding of the grant.

- **Miscellaneous expenses** – Other requests that do not fall directly into the above categories will be considered by the Committee so far as the case is made for how the requested expenses are essential to the proposed curriculum development activity. The Committee considers each submission on its individual merits.

- **Prohibited Expenses:**
  - Expenses related to professional or academic conference attendance
  - Subscriptions to professional associations

SUBMISSION GUIDELINES

File format and content: Submit proposals **from a CCSU email address** to grants@ccsu.edu, as a *PDF document* inclusive of:
- Proposal Cover Sheet (attached)
- Narrative
- Budget (attached)
- Supporting documentation (if any, including Letter of Support from Department Chair)

- Failure to follow these written guidelines will result in a deduction of points in scoring.

Proposal Narrative: Address the content areas listed below in no more than five pages, double-spaced. Please keep in mind that the Committee is made up of faculty members from different disciplines. Write your proposal so that members from outside your discipline are able to review it to make funding decisions.

Proposed activity must take place during the 2023 summer and/or 2023-24 winter sessions. Activities that will be conducted outside of this time frame will not be eligible for funding.

- **Descriptive Title**: Brief project name as you would wish it to appear in award announcements and reports published by GFR.

- **Description:** Clearly describe the proposed activity and the tasks that will be completed by the applicant within the grant period (or, each applicant in the case of proposals with multiple applicants).

  NOTE: If your proposal contains multiple faculty applicants, be sure to name them both on your cover sheet and in your project description, clearly describing the role of each faculty member.

- **Significance:** Articulate the project's objectives and their significance.
  - Why is this particular activity important?
  - How do the project's goals relate to your field, department and CCSU?
  - How specifically will the activity improve the curricular content offered in your courses?
  - How specifically will the activity benefit CCSU students?

- **Outcomes**: Articulate how the success of the activity will be measured.
  - How will the proposed project lead to new or enhanced curriculum (if applicable)?
  - How will the proposed project lead to enhanced pedagogical effectiveness for the applicant and/or a larger group of faculty colleagues?
  - How is the institutional support for the proposed project documented?

Budget: Budgets should offer a realistic estimate of the funding required to support the activity. Please use the attached Budget Template. Include the information listed below.
- Itemize the specific expenses.
- Provide a clear and detailed justification for the items requested.
- Include documentation of items' costs. Failure to include supporting budget documentation may lead to reductions to the amount awarded to fundable proposals.
- If you have received or requested funding from another source, or if you plan to request funding from another source, please explain.

FUNDING DECISIONS

Decision Guidelines: This competition is traditionally well subscribed requiring the Committee to balance requests of a large number of meritorious proposals against a relatively smaller amount of available funds. The number of proposals funded and the amounts awarded depend on the total funds available for distribution for the year and the quality of competing submissions.

Scoring: Proposals are scored according to their compliance with the submission guidelines. The scoring rubric used by the Committee is attached for guidance.

Notification of Funding: Funding decisions will be announced by GFR upon ratification by the AVP of Academic Affairs. Awardees will also be subsequently notified by email when account funds become available.

> *For additional information, please contact Brenda Lopez, Assistant Director, Office of Grants and Funded Research at **grants@ccsu.edu,** 860-832-2366.*

Use this Checklist While Preparing Your Proposal; all items listed on this checklist are required:

Cover Sheet	
Budget Form	
Proposal includes all content areas	
The resources needed to execute the proposed activity are itemized.	
Supporting documentation is included as needed.	
Additional funding sources are documented and/or attempts to secure additional funding are described	
All faculty participants are named	

PROPOSAL SCORING RUBRIC

DESCRIPTION	(0-10 points)
A well-reasoned description of the exact activities that will take place during the grant period, and the purpose of these activities, is provided. If a proposal requests stipends, the necessity of and contributions of each applicant are addressed.	
SIGNIFICANCE	**(0-5 points each)**
The applicant clearly explains the importance of the activity, and specifically how this activity will improve their ability to deliver quality curricular content.	
The proposed activity supports productive and innovative work pertinent to the applicant's academic department and/or other relevant University initiatives.	
OUTCOMES	**(0-5 points each)**
The anticipated outcomes are tangible, reasonable, and clearly outlined.	
Documentation of departmental/University commitment to offering the proposed course(s)/curricular content is included in the proposal.	
OVERALL QUALITY	**(0-5 points each)**
The proposal is comprehensive and well-done.	
I would recommend funding this activity.	
BUDGET	**(0- 3 points each)**
The requested resources are reasonable and relevant to the proposed outcomes.	
The cost estimates and justifications appear realistic and fiscally responsible.	
TOTAL SCORE (OUT OF 46 POSSIBLE POINTS):	

Central Connecticut State University

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2023 Curriculum Development Grant

<u>Internal Grant Proposal Cover Sheet</u>

SUBMISSION DATE	
PRIMARY FACULTY APPLICANT	
EMAIL ADDRESS	
DEPARTMENT	
TITLE OF PROPOSAL	
Faculty Co-Applicant(s)	
Email Address	

Individual Project _____

Group Project _____

AMOUNT REQUESTED: $_____

Central Connecticut State University

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Internal Grant BUDGET TEMPLATE

Budget Item	Amount	Justification Briefly describe proposed expenditures, their adequacy, appropriateness and importance. *
Total Need		
Less other funds sought/available		**
Total Request		

* Include documentation to further justify budget (e.g., copies of published materials related to items in your budget such as airfare, mileage, registration fees, hotel rates, equipment, materials, etc.). Justification for proposed expenditures is taken into account when determining funding level. Documentation is indispensable for funding travel.

 **Explain what additional resources are being sought to support the proposed activity.

Please be sure to incorporate your completed budget and supporting documentation into the body of your proposal to create a single document. Submit the resulting document to grants@ccsu.edu.