OFFICE OF
GRANTS AND
FUNDED RESEARCH /
POST-AWARD GRANTS
CENTRAL

2026 Curriculum Development Grant Request for Proposals (RFP)
Grant Period: Summer 2026 and/or 2026-2027 Winter Session

IMPORTANT DATES AND OVERVIEW

Proposal Deadline	Proposal Review Period ends	Announcement of Awards (Upon Ratification of Recommendations by Provost)	Final Reports Due
Wednesday, March 4, 2026 12:00 noon	Wednesday, March 25, 2026	Between: Friday, April 3, 2026 & Friday, April 10, 2026	Monday, March 1, 2027

Central Connecticut State University Internal Funding: Central 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 Central 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 Central, 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 Central'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.

Grant Period: Proposed activity must take place during the 2026 summer and/or 2026-2027 winter sessions. Budget expenditures may take place until January 31, 2027, after which all unexpended funds will be returned to the University Curriculum Development Grant Committee Account to be used in future grant awards.

Curriculum Development Grant Activities: 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. 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.

New to This Grant are Competitive Priorities: For the 2026-2027 grant period, extra scoring points will be granted for proposals that focus on addressing the following two areas:

- *Programs and courses with high DFW rates*: *and/or*
- *Courses that tend to be required, high-enrollment, multi-section and multi-instructor*

Priority in scoring will be given to proposals that clearly address the need to ensure students' success in these courses and their ability to effectively continue within the program of study. Proposals which seek to address these issues will be evaluated according to the following criteria:

- *Size of student impact*: the number of students directly impacted by the course development or redesign

- *Importance of Chosen Courses*: the strategic placement of the courses in the curricular process of the department or program (e.g. required introductory courses or foundational courses in a sequence)

- *Sustainability*: evidence to suggest that the proposal is supported by the department's faculty and administration and would be financially sustained beyond the original Curriculum Development grant

- *Assessment Plan*: the inclusion of a comprehensive, clearly defined assessment plan that is aligned with the articulated expectations of the curriculum development grant components. Examples include student disciplinary knowledge indicators, student perspectives on the approach used in the course(s), instructor peer observations and instructor self-assessment.

- *Funding*: the budget should be comprehensive and include the costs associated with development or redesign planning, implementation and assessment.

Departmental Support: The applicant(s) **must 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. A letter of support from the Department Chair or the Dean is required. If the Department Chairperson is named in the grant, the Dean must provide this letter.** This will help the Committee prioritize which proposals provide the most value for the Central community.

NOTES:

A. 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, along with the statement from your Department Chair and/or Dean.

B. Adaptation of curriculum to an on-line version will not be funded.
C. Research projects are not accepted in this competition**.**

Grant 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 expenses:

- **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.

  <u>NOTE:</u> Applicants may only receive one stipend per 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

- **Support Services** – External or Internal content and process experts may be hired as consultants, or contractors. 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 and/or Dean 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:

  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. If you choose to purchase books, please work with the library staff to see if they can be obtained for you. As books purchased with a grant become the property of CCSU, you are expected to transfer the books to the library when you are finished with them. If you wish to have the books become part of your personal property, we encourage you to take a stipend (if allowed) and then purchase the books independently.

  Materials purchased with grant funds become the property of Central. 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.

- **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.

  <u>NOTE:</u> 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.* Any expenses

incurred before the awarding of a grant MAY be at the applicant's own expense, with the possibility of no reimbursement. Travel, as with any other grant activity, must take place within the prescribed grant period.

- **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.

The Curriculum Development Grant Does Not Pay For:
- Hardware (iPads, laptops, or other computer-related items)
- Memberships to professional associations

SUBMISSION GUIDELINES

File format and content: Submit proposals from your Central email address to CCSUgrants@ccsu.edu as a *single* **Adobe Portable Document Format (PDF) file by 12:00 noon on the due date,** inclusive of:
- Proposal Cover Sheet provided at https://www.ccsu.edu/gfr/internal-grants. ***This form must be used***
- Proposal Narrative including page numbers
- Budget Template provided at https://www.ccsu.edu/gfr/internal-grants. ***This form must be used***
- Supporting Documentation: **including Letter of Support from Department Chair or Dean, as applicable Links are not permitted**. Screenshots of travel cost and conference fee documentation must be included.
- Please do not include your CV unless you are specifically asked to do so

   Failure to follow these 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.

The proposed activity must take place during the 2026 summer and/or 2026-27 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).
- **Significance and Outcomes:** Describe the project's objectives and their significance. Why is this activity important? How specifically will the activity improve the curricular content offered in your course(s)? Discuss how the success of the activity will be measured.
- **Other Funding Sought:** Please indicate if you are seeking or have sought other grants/funding from other sources for the proposed activity. Please specify when funding will be or was sought and from what sources

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

Budget: Budgets should offer a realistic estimate of the funding required to support the activity. Please use the Budget Template provided at https://www.ccsu.edu/gfr/internal-grants. Include the

information listed below.
- Itemize the specific expenses.
- Provide clear and detailed justification for the items requested.
- Include documentation of items' costs. *Links to supporting documentation may not be included.* Please include screenshots of supporting documentation. Failure to include supporting budget documentation may lead to reductions to the amount awarded to fundable proposals.

FUNDING DECISIONS

Decision Guidelines: 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. Reviewers reserve the right to consider the question of "value" when assessing budget requests and multiple impacts to the Central community may be one way of making that determination. Prior funding does not guarantee future funding.

Scoring: Proposals are scored according to their compliance with the submission guidelines. The scoring rubric used by the Committee is attached for guidance. Funding outcomes are not based solely on scores. For example, lack of significant progress in previous, similar grants may affect funding decisions. In addition, the Committee may review the outcomes and expenditures of applicants' previously funded grant activities when allocating awards.

Notification of Funding: Funding decisions will be announced by GFR upon ratification by The Provost. Awardees will also be subsequently notified by email when account funds become available.

Final Reports: A final report describing major activities and outcomes is due to GFR no later than Monday, March 1, 2027. The form to submit final reports may be found at https://www.ccsu.edu/gfr/internal-grants. The final report should include a description of the new or redesigned course(s) including syllabi. Pre- and post-design assessment data should also be included in the final report with a preliminary analysis.

For additional information, please contact Marita Preston, Assistant Director of Grants and Funded Research at 860-832-2365; Brenda Lopez, Grants & Funded Research Administrator at 860-832-2366; OR CCSUgrants@ccsu.edu.

Use this Checklist While Preparing and Submitting Your Proposal
Do Not Submit this Form with Your Proposal

Your Proposal Should Consist Minimally of 4 Parts:	Completed
Required Cover Sheet	
Proposal narrative covering all required elements outlined in submission guidelines	
Required Budget Form	
Letter of Support from your Department Chair, or Dean, as applicable	
Supporting Documentation/Attachments if necessary. Do not include links to supporting documentation; include screenshots of documentation requested.	
Be Sure You Have:	
Included Page Numbers	
Combined All Proposal Components into a Single PDF File	
Sent Proposal to ccsugrants@ccsu.edu	

If you cannot check the "Completed" column for any of the items listed above, your proposal will not move past the initial review stage.

CURRICULUM DEVELOPMENT GRANT PROPOSAL SCORING RUBRIC

Please note the scoring sections for proposals addressing the Competitive Priority areas of the RFP only:
-Courses with high DFW Rates; and/or
-Courses that tend to be required, high-enrollment, multi-section and multi-instructor

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	
For proposals addressing priority focus areas only: the *number* of students directly impacted by the course development or redesign has been discussed along with *how* students will be positively impacted	
For proposals addressing priority focus areas only: the importance of chosen courses has been illustrated by the strategic placement of the courses in the curricular process of the department or program (e.g. required introductory courses or foundational courses in a sequence)	
SIGNIFICANCE and OUTCOMES	**(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.	
The anticipated outcomes are tangible, reasonable, and clearly outlined.	
For proposals addressing priority focus areas only: a comprehensive, clearly defined *assessment plan* has been described, including such components as student disciplinary knowledge indicators, student perspectives on the approach used in the course(s), instructor peer observations and instructor self-assessment	
BUDGET	**(0- 5 points each)**
The requested resources are reasonable and relevant to the proposed outcomes	
The cost estimates and justifications appear realistic and fiscally responsible	
For proposals addressing priority focus areas only: there is evidence to suggest that the proposed changes would be financially sustained beyond the original Curriculum Development grant	
OVERALL QUALITY	**(0-5 points each)**
The proposal is comprehensive and well done.	
I would recommend funding this activity.	
TOTAL POSSIBLE SCORES: -OUT OF **45** POSSIBLE POINTS IF **NO COMPETITIVE PRIORITIES INCLUDED** -OUT OF **75** POSSIBLE POINTS **IF COMPETITIVE PRIORITIES INCLUDED**	