

General Education Summer Grant Proposal Format

Proposals for General Education Summer Grants **MUST** include the following:

I. Information Sheet (one page)

A. *Title*. Give a brief title.

B. *Director(s)/Participants*. Include names of the individual/s submitting the grant proposal and who will be responsible for its implementation (the Director/s) and those other individuals who will have involvement in the grant activity (the Participants). If the specific individuals who will be participants are unknown at the time of the grant submission, then provide the number of individuals that will be expected to participate and those academic units involved.

C. *Purpose*. Give a brief statement concerning the purpose of the proposal and its relevance and contribution to the General Education program. Describe how this proposal benefits students and faculty. If appropriate, describe how the grant will affect what is currently in place.

II. Narrative (no more than 1000 words)

A. *Activity/Product*. If the proposal entails primarily activities, describe the activities to be funded and, if appropriate, give proposed dates for summer workshops/projects. Clearly identify the intended outcomes of the activities. If the proposal is to be used for developing products such as syllabi or teaching modules, then give a detailed explanation of how these will be created. It is strongly recommended that faculty who are developing a new course spend some time interacting with the other faculty teaching in the cluster for the purpose of maintaining coherency within the shared content and/or concepts of that cluster. Cite any relevant sources.

B. *Timeline*. Give dates of relevant activities related to the grant work undertaken and the date of submission of the grant report. The deadline for the submission of grant reports is September 23, 2016.

C. *Deliverables/Product*. Please state and briefly describe the products or deliverables that will be shared with the General Education Council.

III. Budget (Attachment A)

IV. Endorsement Forms (Attachments B and C)

The grant proposal must include completed and signed Endorsements Forms, as needed. Signatures of the grant director(s) and the appropriate Cluster Coordinators, Department Heads/School Directors, and Deans are required.

Consideration will be given only to those proposals that conform to the above detailed format.

General Education Summer Grant Proposal Budget

Attachment A

Please include all relevant information, adjusting the form as necessary

1. Name of **Applicant**(s) Stipend(s)
2. Name of **Participant**(s) in addition to applicant(s) and desired stipend(s)
 - a. Please identify any individual on a 12-month contract that is included in this proposal. 12-month contract employees cannot be offered a stipend for work that would occur within a typical work week.
 - b. Please identify any individual that is an adjunct faculty member. Stipends and work load must be in compliance with university requirements for yearly hourly average.
 - c. If actual names of participants are still to be determined, please make a reasonable guess as to the number of participants.
3. List and estimated cost of **supplies** (if any):
4. Estimated cost of **food** (if any):
5. **Total** budget request:
6. Date by which budget will be spent: Prior to 3 June 2016 or after 1 July 2016

General Education Summer Grant Proposal

Department & College Endorsement

Attachment B

Please include all relevant information, adjusting the form as necessary

1. Proposal Title:
2. Cluster:
3. Date of Proposal Submission:
4. Date of Grant Report Submission:
5. Abstract or Purpose:

Name	Signatures
Grant Director/s:	
Name:	
Department/School:	
Name:	
Department/School:	
Name:	
Department/School:	
Department Head/School Director:	
Dean:	

General Education Summer Grant Cluster Coordinator(s) Endorsement Form

Attachment C

Please include all relevant information, adjusting the form as necessary

Title of Proposal:

Cluster(s) proposal is designated for:

Taking into consideration the goals and needs of your Cluster, rate the proposal applying following scale:

- 1 (top rating; this proposal will significantly contribute to the Cluster in an area of critical need)
- 2 (good rating; this proposal will contribute to the Cluster in a needed area)
- 3 (fair rating; this proposal will contribute to the Cluster but not in an area of specified need)

	RANKING	Signature
Cluster 1 Coordinator		
Cluster 2 Coordinator		
Cluster 3 Coordinator		
Cluster 4 Coordinator		
Cluster 5 Coordinator		

Comments: