Summer Curriculum Development Funds
Guidelines and Procedures

Proposals should be no more than four (4) pages in length and should include the following sections:

Title: Please provide a brief proposal title.

Introduction: Provide background information and a brief rationale for the project, not to exceed one page in length.

Objectives: State specific goals and objectives clearly.

Activities: Describe the specific activities and provide a time frame for these activities.

Budget: Provide a one page detailed budget containing stipend(s), supplies, and miscellaneous expenses.

Copies: Submit six (6) copies of the proposal.

Faculty should discuss the project with their department chair, and dean where appropriate, before submitting the proposal for consideration.

SUBMISSION DEADLINE: March 17, 2011, 4:30 p.m.

SUBMIT PROPOSALS TO: Jaime S. Gómez, Interim Dean
School of Education/Professional Studies
and Graduate Division
Webb Hall, Room 160

AWARD NOTIFICATION: April 22, 2011

REPORTING REQUIREMENT: August 10, 2011

TERMINATION DATE: August 22, 2011

Faculty who receive awards will be required to submit a report by August 10, 2011. Reports should include a summary of research conducted as a background for the work, and rationale and detailed plan for implementation/enhancement/assessment of the practice. Reports will be posted to the CEE website – please forward a copy of the final report to Ms. Dale Dubina, Center for Educational Excellence at dubinad@easternct.edu. Expenses for food or supplies may be accessed during the summer. Stipends (i.e., Part-time Faculty Assignment Authorization) will be processed upon submission of final reports. A final report must also be submitted to Ms. Diane Moore, Office of Fiscal Affairs, by August 10, 2011. Grant funds not used by the termination date, August 22, 2011, will be automatically returned to the University for future use as mandated by the CSU-AAUP Collective Bargaining Agreement. Limited funding will be available in 2011-2012 to support implementation of program changes developed with 2011 Summer Curriculum Development Grant funding.