

THIS IS A SAMPLE ONLY

**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 seven (7) 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:** April 6, 2017, 4:30 p.m.
- SUBMIT PROPOSALS TO:** Patricia Chaves, Administrative Asst.
School of Arts & Sciences
Webb Hall, Room 259
- AWARD NOTIFICATION:** May 19, 2017
- REPORTING REQUIREMENT:** August 4, 2017
- TERMINATION DATE:** August 18, 2017

Faculty who receive awards will be required to submit a report by August 4, 2017. 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 Academic Affairs website – please forward a copy of the final report to Dr. Dimitrios Pachis and one to your respective dean. 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 4, 2017 and electronically to Patricia Chaves, chavespa@easternct.edu. Grant funds not used by the termination date, August 18, 2017, 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 2017-2018 to support implementation of program changes developed with 2017 Summer Curriculum Development Grant funding.