2024 Curriculum Enhancement Grant

You may use this document to draft your proposal sections. Content from this draft can be copied and pasted into the CEG Proposal Submission Form. If you have any questions regarding the proposal requirement visit the CEG website and review the Request for Proposals. Completed proposals are due by Tuesday, January 31, 2024, 11:59 p.m.

**Please do not upload this document in the Proposal Submission Form.**

## Section 1. Cover Sheet

* 1. Principal Investigator Name
	2. Position title
	3. School
	4. Department
	5. Project title
	6. Amount requested (funds from CTL only)
	7. Co-Principal Investigators (Name, Title, School, Department, Email)
	8. Other Key Personnel (Name, Title, School, Department, Email)
	9. Description of courses or curriculum involved in the project, including enrollment figures in the past three years.
	10. Does this proposal focus on integrating ePortfolios within a course, multiple courses, or a program ?

Section 2. Abstract (200 words maximum)

Provide a summary of your project. Your summary should describe the proposed course/curriculum enhancement, establish needs for the enhancement, and articulate the intended outcomes on your students’ learning, your program, and your teaching practice.

Section 3. Rationale and Literature Review (500 words maximum)

3.1 What course or curriculum enhancement are you proposing? Why is this enhancement needed? What do you expect to change – in terms of your students’ learning, your program, and your teaching practice?

3.2 Synthesize relevant literature with citations that support the proposed enhancement and intended outcomes in the same way you address existing knowledge in any research project in your discipline. Stress recent and comprehensive literature. Upload PDF List of References.

Section 4: Project Description (1000 words maximum)

Respond to the following prompts to describe different aspects of your project in detail.

* 1. State measurable project goals that will help you realize the course/curriculum enhancement. (200 words)
		+ Your project goals should include intended impact on student learning outcomes, enrollment, success, or other student factors.
		+ One of your project goals should address inclusion and equity in the context of your course/curriculum enhancement.
	2. Describe specific activities that you will engage in to achieve each of your project goals (700 words)

Articulate your response using the format below:

* + - Project Goal 1:
		- Description of activities to achieve goal

* + - Project Goal 2:
		- Description of activities to achieve goal

:

:

* + - Project Goal n:
		- Description of activities to achieve goal
	1. Describe a plan for sustainability of the curriculum enhancement beyond CEG project timeline, including references to ongoing professional development, assessment, partnerships, and growth. (100 words)

Section 5. Evaluation/Assessment Plan(500 words maximum)

Respond to the following prompts to describe different aspects of your evaluation/assessment plan.

* 1. What will success in your CEG project look like?
	2. What metrics will you use to determine the extent to which your project goals were achieved?
* Metrics for project goals related to student learning outcomes and course experience must include direct and indirect assessment of learning.
* Metrics for inclusion and equity should focus on the extent to which barriers for inclusion and equity were eliminated as a result of the enhancement.

Use the format below to provide your response.

* + - Project Goal 1:
		- Evaluation/Assessment metric
		- Data analysis methods

* + - Project Goal 2:
		- Evaluation/Assessment metric
		- Data analysis methods

:

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* + - Project Goal n:
		- Evaluation/Assessment metric
		- Data analysis methods

Section 6. Dissemination Plan(250 words maximum)

Describe how you will disseminate the findings and/or products from the project within IUPUI, IUPUC, or IU Fort Wayne, and to the larger academic community.

Section 7. Project Timeline(250 words maximum)

Provide a timeline for your project from May 2024 to June 2025. Your timeline should include:

* start and end dates for your project,
* dates or timeframe during which various project goals will be implemented and the expected outcomes, and
* contingencies for foreseeable impediments. In the event of unforeseen impediments, we will request an amended timeline.

## Section 8. Budget and Justification

8.1 Download and complete the CEG Budget Excel spreadsheet from the CEG website using the instructions provided in the Proposal Writing Guidelines. You will upload a PDF of the Excel spreadsheet.

8.2 Provide a justification for the budget. Include the following information in your justification:

* For each line item on the budget spreadsheet, provide a rationale for including it.
* Describe the specific roles and responsibilities of each individual receiving funding on the project.

## Section 9. Biographical Sketch(es) of PI and Co-PIs

Upload PDF of a 1-page bioskecth for each PI and Co-PI, including, for example, educational background, professional experience, recent relevant education-related publications or presentations, other curriculum development projects worked on in the last five years (funded or non-funded).

## Section 10. Results of Previous CEG Funding

If applicable, briefly describe results of previous CEG funding received from the Center for Teaching and Learning**.**

## Section 11*.* Support Letter

Upload a PDF of the support letter from a program/department chair or school dean who is able to endorse the project. The letter writer cannot be a member of the project team. Ask your letter writer to include the following information:

* Verifies the amount and nature of departmental funding match
* Describes how the project fits into an overall curricular plan
* Addresses the suitability of the faculty member or team to implement the project
* Describes how the change will be sustained