

**COURSE DEVELOPMENT GRANT APPLICATION COVER PAGE**

*Contact Archive staff with any questions.*

***Applicant Information***

**Name:**

**Position:**

**Department/College:**

**Course/Project Title:**

**Funding Cycle (circle one):** Fall                      Spring

**Have you completed the Center for Teaching and Scholarly Excellence's Course Design Institute? (circle one):** Y    N  
(Your response to this question will not necessarily influence our decision)

**Do you currently have or are you currently seeking other sources of funding for this project/research?** Y    N  
(Your response to this question will not necessarily influence our decision)

**If yes, what are these other sources of funding?**

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**Grant Guidelines:**

- **Eligible projects:** the development of a new course or the significant revision or technological enhancement of an existing course that utilizes a significant number of primary sources from the Archive's [research collections](#).
- **Who can apply:** Open to all full-time Suffolk University faculty
- **Primary Sources:** Courses must incorporate primary sources from the Moakley Archive's research collections in a significant way
- **Grant Award:** Awards in the amount of \$2000 can be received through department lines or through salary supplement (taxes will be applied). Salary supplements cannot be prepaid and taxes will be applied.
- **Technology:** Faculty members considering projects that involve technology should consult with their school's academic technology liaison at least two weeks prior to the application deadline.
- **Preference will be given to:**
  1. faculty who have completed or plan to complete the Center for Teaching and Scholarly Excellence's [Course Design Institute](#);
  2. courses that can be offered soon and regularly;
  3. and projects that have no other source of funding.
- **Reporting Requirement:** Stipend recipients are required to submit a 2-3 page written report at the end of their project that includes a course syllabus and any other relevant materials.
- **Funding Cycles:**
  - Fall Funding Cycle (for funds to be used January 1-June 30): application due October 15<sup>th</sup>, decision by: November 15<sup>th</sup>
  - Spring Funding Cycle (for funds to be used July 1-December 31): application due by March 25<sup>th</sup>, decision by April 15<sup>th</sup>

**Applications must include the following:**

- Completed Application Cover Page
- Resume or CV

- Project Proposal which includes the following:
  - a title and an abstract of the project (250 words maximum)
  - detailed information about the course into which these materials might be integrated, and how teaching and learning might be improved with the use of these materials (include syllabus if available)
  - a listing of the archival collections to be used including collection names, series titles and box numbers, consult our [Collections](#) page for holdings information
  - the educational goals and objectives for the project
  - an evaluation and assessment plan
  - Timeline:
    - potential dates and length of time that the applicant expects to spend at the Moakley Archive.
    - timeline for project completion and the date the course will be offered
  - Budget:
    - Total grant amount requested
    - Explanation of how the budget will be used, broken down over time by expense
    - Indication of how funds will be dispersed (i.e. department line, salary supplement)
- A letter of support from the Department Chair or from Coordinators of relevant interdisciplinary programs confirming that the proposed project meets a departmental and/or program need and in the case of courses, that the course will be able to be offered within two years of the award.
- Any other additional information the applicant wishes to provide, including information regarding collaborators

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_