



COURSE DEVELOPMENT GRANT APPLICATION COVER PAGE

Contact Archive staff with any questions.

Applicant Information

Name:

Position:

Department/College:

Course/Project Title:

Funding Cycle (select one): Fall Spring

Have you completed the Center for Teaching and Scholarly Excellence's Course Design Institute? (select 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?

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 15th, decision by: November 15th
 - Spring Funding Cycle (for funds to be used July 1-December 31): application due by May 29th, decision by June 11th

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 (course name and syllabus if available, when it will next be offered) and how teaching and learning might be improved with the use of these materials
 - a listing of the archival collections to be used including collection names, series titles and box numbers, consult our [Collections](#) page for holdings information or contact the Archive for consultation
 - 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: _____