VPUE Curriculum Development Grants Program
Request for Proposals, 2016-17

Program Overview
The goal of the VPUE Curriculum Grant program is to support the development of new courses and the modification of existing courses that expand undergraduates’ opportunities for intellectual excitement and academic rigor. New courses that grow directly from faculty research and regular course updates are considered part of the regular work of the university faculty and are normally not eligible for support.

Examples of successful projects include extensive reformulation of core courses for a major and developing new modules for an undergraduate biochemistry lab course. The level of grant support typically ranges from $1,000 to $5,000 for curricular innovation, and up to $10,000 for a more substantial faculty project. Funds are provided on a one-time basis.

Eligibility
Individual faculty or faculty teams (departmental or interdisciplinary) may apply. Instructors who are not members of the Academic Council are eligible in many cases, but must have a continuing Stanford appointment and the support of an academic program attesting that the proposed course is a desirable addition to that program’s curriculum. Where course development is part of a lecturer’s job description, salary support should not be included.

Proposal Guidelines
To apply for a CDG, please submit a brief proposal. We strongly encourage you to organize your proposal as follows:

I. **Goals:** A brief description of the project and its potential impact on undergraduate education, including how it fits within or enhances the curriculum.

II. **Oversight:** Specific designation of the faculty member(s) charged to oversee the project. Grant applications must also include a financial contact within the proposer’s department or program who can provide budgetary oversight should the grant be awarded. Appropriate contacts should already have authority over the relevant organizational code.

III. **Implementation and Reporting:** An implementation schedule and evaluation plan (e.g., student surveys, faculty peer review, etc.). Note: A short follow-up report at completion of the project is a grant requirement. Where your project results in student work products or other artifacts (e.g. posters, research papers, photos), part of the grant reporting expectation is that you share samples with VPUE for our records and sharing on the web.

IV. **Budget:** An itemized budget, including other funding sources, if applicable.

V. **Department/Program Support:** Endorsement and evaluation of the value of the proposed new or enhanced course from the department or program chair/director (in the form of a brief letter or email attached to the proposal).

**Notes on Funding:** Eligible expenses include salaries, materials and supplies, course development assistance (salary and benefits), course related (local) field trips. Equipment expenses are carefully reviewed and require substantial cost-sharing with the department. The main restriction is that funds support development, not operating, expenses (e.g., TA salaries are not an eligible expense, although curriculum development assistants and limited faculty or lecturer stipends for course preparation are). Unused CDG funds will be pulled back at fiscal year end unless the grantee files a request to extend the use of the funds and this request is approved. Department chair or program director approval for supplemental compensation is assumed to be covered by the letter of general support for the proposal. Should VPUE fund a grant proposal that includes supplemental faculty pay, VPUE HR will notify the cognizant Faculty Affairs Officer (FAO), and the FAO will obtain any necessary approvals from the school dean’s office and/or provost’s office. Payments will be initiated by VPUE, once VPUE
staff are notified that appropriate approvals are in place. In most cases, only summer salary requests will be considered. Faculty should review the Faculty Handbook, chapter 5.1.c. for policies regarding supplemental pay.

Staff compensation must be approved by the relevant Human Resources Manager. Lecturers and Other Teaching Staff should have an ongoing appointment through the entire term of the proposal. If their academic appointment lapses (e.g. over the summer), the department or program may appoint the individual as a Lecturer, Other Teaching Staff or staff (RBE or contingent depending on responsibilities and pay), in accordance with school and university policies.

**Deadline and Review Process**
Applications may be submitted at any time; proposals will be reviewed monthly.

Proposals are reviewed by VPUE in coordination with the deans of undergraduate studies in the schools. VPUE, school, and departmental/programmatic priorities may be taken into account in funding decisions. Proposals may be referred to other grants or funding sources where appropriate.

Proposals may be submitted via email to Sharon Palmer, Associate Vice Provost, at sharon.palmer@stanford.edu, phone 3-4504.

**Sample Grants**
Please note that winning submissions may be used as examples for future prospective applicants on the VPUE website (with budget figures redacted) unless you explicitly request otherwise.