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BULLETIN

To the Faculty and Staff of Southern Illinois University at Edwardsville

Vol. 22, No. 14
September 25, 1991

MEMO TO: Faculty

FROM: Earl Lazerson *E. L.*

SUBJECT: 1993 Excellence in Undergraduate Education Grants Program

Enclosed is the program statement for the FY93 Excellence in Undergraduate Education Grants Program. Awards will be made for one year beginning July 1, 1992 through June 30, 1993. Proposals are due January 14, 1992 and are to be sent to the Coordinator, Excellence in Undergraduate Education Program, Office of the Provost, Box 1021. Notification will be made April 1, 1992.

Enclosure

1993 EXCELLENCE IN UNDERGRADUATE EDUCATION GRANTS PROGRAM

APPLICATION REQUIREMENTS AND INFORMATION

Purpose of the Program

The program was established to support excellence and innovation in undergraduate education. Grants will support projects for the period, September 1, 1992 to August 31, 1993. All proposals must clearly demonstrate their relationship to the education of undergraduate students, and all should indicate clearly the educational purposes to be pursued and the course or curriculum which the proposal is intended to support. While proposals for equipment, visiting scholars, conferences, and the like will receive consideration, proposals directed to the encouragement of active learning are especially welcome. Such proposals might include:

- developing alternative methodologies for teaching and learning,
- implementing interdisciplinary projects,
- undertaking curricular innovation,
- promoting learning outside the classroom,
- undergraduate research.

Although funding commitments will be limited to the period 9/1/92-8/31/93, applicants may propose initiatives of longer than one year's duration. Proposals which lay the foundation for external grant requests, for New Program Requests, and for Expanded/Improved Program Requests are encouraged.

Proposals which:

- seek funding for construction or renovation projects,
 - fail to explain and justify the use of funds requested,
 - require faculty overloads, or
 - require permanent commitment of funds
- will not be considered.

Preparing the Proposal

Proposals should be no more than four pages in length, including the required cover sheet, and written in language easily understood by the lay reader. A copy of the cover sheet is attached.

In developing a proposal for submission, applicants should observe the following guidelines:

- Identify clearly the relationship of the proposal to the aims of the grant, i.e., describe the specific educational purposes of the proposed activity or learning resources and indicate the course of curriculum which this activity or these learning resources will support.
- Provide a budget, with all line items clearly delineated and justified.
- Indicate whether the project can be accomplished in phases. If so, provide a suitable divided and annotated budget, and indicate priorities.
- If this proposed project is currently being funded by EUE, a progress report should be attached to the application.
- If the project involves interdisciplinary cooperation, indicate how administrative details have been (or will be) addressed. If several participants or departments are endorsing the proposal, the proposal should clearly identify those faculty members who will actually participate in the activity or acquisition of learning resources.

N.B. Any proposed new courses or curricula which receive support from the fund remain subject to the established curricular review policies and may not be implemented prior to the completion of the approval process.

As a rule, funding has been limited to no more than one month's salary per new course for proposals requesting support for new course development.

NOTE: The payment of honoraria, performance fees, and the like to University employees or students is governed by the University's purchasing and personnel policies. Contact the Personnel Office or the Procurement Office if additional information is needed.

In its evaluation of proposals, the Planning Council has not ranked high those proposals which request the payment of honoraria to faculty and staff to perform activities which are considered part of the general and continuing responsibilities of their employment at SIUE. If a proposer believes the award of honoraria to be essential to the success of a project, he or she might consider such awards in terms of travel or other support money. Any such remuneration must be clearly justified in the rationale for the proposal.

Submitting the Proposal

Fourteen copies and the original of each proposal submitted, including a cover sheet, are to be sent to:

Coordinator, Excellence in Undergraduate Education Program
Office of the Provost
Box 1021

no later than January 14, 1992.

REPORTING ON THE PROJECT

Within 30 days of the termination of the project, the recipient must submit a report to the Coordinator for Undergraduate Excellence. Although the reports may vary in form and content, according to the nature of the project, all must address the following questions:

- To what extent and in what ways has the completed (or initiated) project supported innovation and excellence in undergraduate education?
- What, if any, were the short-term benefits of the project?
- What, if any, will be the long-term benefits of the project?
- Was the funding provided for the project from the Excellence in Undergraduate Education Fund expended as projected in the proposal? Describe all discrepancies between the projected budget and the actual expenditures.
- Will the project continue? If so, what funding sources (other than the Excellence in Undergraduate Fund) will support the continuation?

Priority _____
(To be used when proposer
submits more than one proposal)

Number _____
(For Council Use
Only)

COVER SHEET
1993 EXCELLENCE IN UNDERGRADUATE EDUCATION GRANT PROPOSAL

Name of Applicant _____ SS# _____

Department _____ School _____

Course of Program to which grant will be applied _____

Amount Requested:

Salaries _____ Contractual Services _____

Student Wages _____ Operation of Auto _____

Travel _____ Telecommunications _____

Equipment _____ Awards and Grants _____

Commodities _____ TOTAL REQUESTED \$ _____

Short Title (36 letters) _____

Abstract of Proposal (NO MORE THAN 100 WORDS):

s/Applicant

Comments by the departmental chair:

s/Chair, Department of _____

Comments by the dean: (If proposal requires new space, renovation of space or long-term equipment maintenance, indicate how this will be accommodated with existing school or unit resources.)

s/Dean, School of _____