



NEW YORK UNIVERSITY

Curricular Development Challenge Fund

Electronic Proposal Submission

See Page 3 for details.

Guidelines Revised, September 2011

APPLICATION DEADLINE

December 9, 2011

CURRICULAR DEVELOPMENT CHALLENGE FUND

Office of Faculty Resources
New York University
194 Mercer Street, 4th Floor
New York, NY 10012-1502
Phone: (212) 998-2987
Fax: (212) 995-4101
facultyresources@nyu.edu

ABOUT THE FUND

The Curricular Development Challenge Fund (CDCF) promotes innovative curricular programs and projects at New York University. The Fund helps schools, departments, and individual faculty members create new academic programs and courses, update and expand existing courses, or undertake special projects that will promote curricular developments.⁺

Because research universities are defined by a commitment to generate knowledge through inquiry, investigation, and discovery, courses that engage students in thinking creatively and analytically are more congruous with the mission of a research university than those that merely transmit information and facts.

Accordingly, taking into account the criteria for selection listed below, we are especially interested in using the Fund to support efforts in the classroom that contribute to making research, scholarship, and artistic creation a central component of both undergraduate and graduate education through a movement away from a more traditional lecturing and note-taking approach to a more inquiry- or problem-based collaborative approach in which problem solving, joint projects, teamwork, and cooperative learning are emphasized. Often such inquiry-based approaches are well served by the innovative use of technology and the unique resources of New York City. We encourage proposals for the development of intensive intersession courses.

CRITERIA FOR SELECTION

- Is the project innovative or creative?
- Does the project have the potential for making a significant, lasting impact within a school beyond the funding period? Is the project sustainable?
- Does the project have the potential to prompt innovations in other departments?
- Is the rationale for the project sufficiently strong and compelling? Does it indicate a link with existing theories of and methods in teaching and learning?
- Does the proposal give evidence of the necessary expertise to carry out the plan effectively?
- Does the project draw effectively on available institutional resources and expertise?
- Is the budget solid and reflective of real needs? Have opportunities for cost sharing with other departments, schools, or University sources been explored, and are they reflected in the budget?⁺⁺
- Does the project have the potential for attracting outside funding?
- The committee encourages proposals that connect with NYU's global education initiative.
- Priority will be given to those faculty members who have not received a CDCF grant in the past four years.

⁺ Curricular Development Challenge Fund grants are not available for faculty research projects. Research Challenge Fund grants are administered by Richard Louth, Director, Office of Sponsored Programs, (212) 998-2118.

⁺⁺ All projects should have the potential for budgetary self-sufficiency (including direct and indirect costs) within a specifically stated period or show evidence that special funds will not be required to continue the program after a specified date.

SCHOOL REVIEW

Before any proposal is submitted, faculty members should discuss the feasibility of their proposal with the appropriate deans or administrators within their schools. Proposals must have the support of the department chair and dean of the school as appropriate. Schools should indicate cost sharing where appropriate as well as the long-range commitment to continue the project past the life of the grant.

Interschool proposals should include indication of approval from the dean of each school involved as well as the approval of the appropriate department chairs.

PROPOSAL FORMAT

Proposals should be submitted to the Office of Faculty Resources as electronic files whenever possible. Electronic files should be formatted as Microsoft Word files or PDF.

Please submit the following in ONE (1) electronic document:

1a. Face Sheet

Each proposal contains a face sheet listing the following:

- Project title
- Principal investigator(s): a) faculty title(s); b) school(s); c) department(s), address(es), telephone number(s), fax number(s), and E-mail address(es)
- Amount requested
- Term(s) and year(s) for carrying out proposed project
- Abstract (one paragraph, including a clear statement of objectives)

1b. Project Statement

The committee encourages concise (six double-spaced pages or fewer) statements addressing the following:

- Clear statement of purpose, scope, and strengths of the project and its relation to the CDCF criteria (no more than one page) program content
- A concise description of the project, including outline of program
- Description of resources available to initiate the plan
- Advertising plan or marketing plan (if relevant)
- Potential for future funding

1c. Budget

Applicants should keep in mind that the average grant award is \$5000. The Committee will not consider funding those expenses that are expected to be borne within the individual school.

Projects that are approved are expected to be completed in a single academic year (including summer, if necessary). Multiyear proposals will be considered but are not encouraged. If submitted, multiyear projects should provide the budget requests for each year separately.

The budget should be broken down according to appropriate FAME chartfields. **Relevant fringe benefits must be included for all personnel.** The budget must indicate cost sharing and/or school resources that are being provided as well as the projected income from the program. Costs for activities such as photocopying, book purchases, materials, and resources that will be used in

the project should be projected based on real costs rather than estimates that may not be based on fact.

Plan for self-sufficiency: One criterion that will be considered is the degree to which the curriculum development project has the potential to be self-sufficient. How will the school incorporate the resources necessary for the project to become self-supporting? This section should be thoughtfully prepared based on realistic assumptions.

Budget justification: Successful proposals include thoughtful analysis. A well written budget justification demonstrates the planning that should accompany a project. **Please provide justification for each budget item.**

- Honoraria for visiting lecturers and stipends for consultants or specialists are considered appropriate areas for support provided that the program is not dependent on these resources beyond the pilot phase and that it clearly will continue with internal resources.
- Advertising and promotion: Funds may be requested for advertising and promotion if the activity is integral to the success of the project.
- Travel: Typically, CDCF funds cannot be used for travel to conferences, or travel in general. These requests will be considered only if there are compelling circumstances underlying the request for travel funds.
- Incremental staff support for graduate and undergraduate student workers, for example, will be considered. This may not include tuition remission.
- Small or unique equipment costs may be considered, but any equipment purchased is University property.
- Faculty salaries: It is beyond the scope of the CDCF to support direct compensation for faculty.
- Capital expenses: It is beyond the scope of the CDCF program to fund capital projects or budget relief in the school.

Budget review process: Projects that are successful include a carefully prepared budget, thoughtful allocation of CDCF resources, and a description of how the project will be institutionalized within the school. The spirit of the CDCF program is to provide startup funding to support innovative and creative ideas.

For assistance in preparing the budget, consult your dean's office or your school's office of funded research.

Please submit the following in separate electronic documents:

2. Curriculum Vitae of Principal Investigator(s)

Submit each investigator's CV in a separate file.

The following may be submitted electronically or on paper, in order to obtain the official signatures. (Please ensure any items sent separately from the proposal clearly indicate the name(s) of the principal investigator(s) and the project title.):

3. Dean's Review and Written Statement of Support

Please submit your request for a statement of support to the dean of your school well in advance of the application deadline.

4. Brief Approval Statement and Signature of Department Chair

SUBMITTING YOUR PROPOSAL

Submit your proposal and letter of support from your dean no later than **December 9, 2011** to the following:

Electronic files: facultyresources@nyu.edu

Please indicate "CDCF Proposal Submission" in the subject line.

Dean's and Dept. Head signatures:

**Curricular Development Challenge Fund
Office of Faculty Resources
New York University
194 Mercer Street, 4th Floor
New York, NY 10012**

If you are unable to submit your proposal electronically, please submit a paper version to the above address by the deadline.

For further information, please contact the Office of Faculty Resources at (212) 998-2987 or email facultyresources@nyu.edu.

Proposals will be evaluated by the committee in Spring 2012. All 2011-12 proposals will receive a response by May 16, 2011.

2011-12 CURRICULAR DEVELOPMENT CHALLENGE FUND COMMITTEE

Sean Corcoran, Associate Professor, Steinhardt School of Culture, Education, and Human Development

Maria Dolce, College of Nursing

Mark Galeotti, Clinical Associate Professor and Chair, School of Continuing and Professional Studies

Karen Hornick, Clinical Associate Professor, Gallatin School of Individualized Study

Rogan Kersh, Associate Dean and Associate Professor, Robert F. Wagner School of Public Service

Michelle Kirkland, Assistant Dean, School of Law

Tavia Nyong'o, Associate Professor, Tisch School of the Arts

Ivy Peltz, Clinical Associate Professor, Education Coordinator, College of Dentistry

Meredith Rendall, Faculty Technology Specialist, Information Technology Services

Ron Robin, Senior Vice Provost for Planning, Senior Vice Provost for Abu Dhabi (Chair)

Tazuko Shibusawa, Associate Professor, Silver School of Social Work

Robert Squillace, Assistant Dean and Professor, Liberal Studies Program

Caitlin Zaloom, Associate Professor, Faculty of Arts and Science

Paul Zarowin, Professor, Leonard N. Stern School of Business

CDCF Proposal Submission Checklist

(This checklist is for your convenience only; it does not need to be included with your proposal.)

- Proposal containing:
 - Face Sheet
 - Project Statement
 - Detailed Budget
- CVs of Principal Investigators
- Dean's Review and Written Statement of Support*
- Department Head's Approval Statement and Signature*

*May be submitted separately, by deadline.

Deadline: December 9, 2011

Electronic Submissions (Word or PDF files):

facultyresources@nyu.edu

(indicate "CDCF Proposal Submission" in subject line)

Paper Submissions:

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