

## UNIVERSITY CURRICULUM DEVELOPMENT SUPPORT AWARD

American University's Curriculum Development Support Award program provides funds directed primarily toward the improvement of teaching, learning, and the curriculum. Proposed projects might focus on the design or significant revision of new courses, the revision or development of academic programs, the creation of online or hybrid courses or the incorporation of information technology in the classroom.

Individual faculty or faculty "teams" from departmental, school, or interdisciplinary clusters may apply for curriculum development awards. In recent years, awards granted have included support for an arts management graduate program curriculum revision, the development of a professional/hybrid MBA, strategic curricular planning for the communication PhD program, and establishment of an undergraduate public health program.

**The deadline for submission from the academic unit dean to the Dean of Academic Affairs may be found on the Key Dates and Deadlines on the Dean of Academic Affairs website.**

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### **Guidelines**

All full-time faculty and are eligible to apply.

Faculty may not receive a curriculum development award for more than two years in a row.

**Individual projects:** up to \$2,500 for one or more faculty members who wish to design a new or significantly revise a course, develop online or hybrid courses, add new learning experiences or introduce new instructional materials or designs for a particular course or set of courses.

**Team, unit or departmental projects:** up to \$5,000 for projects that will undertake substantial revision or creation of academic programs within the unit, or for multidisciplinary projects across two or more units.

**College/School:** up to \$5,000, with matching funds from the academic unit, to initiate programmatic or curricular changes involving several faculty members or courses, and that will impact a significant number of students.

***Note:*** *Projects that have received maximum funding in a previous Curriculum Development Support competition are not eligible for a second grant.*

Grants must be used for purposes directly related to the curriculum development project described in the proposal. Funds are normally available for course materials, consultant support, travel, student assistance, equipment, audio-visual, software, and the like. For projects requiring an unusual amount of time and research, a summer stipend may be requested. Generally, course releases during the regular academic year are not awarded.

Preference will be given to proposals that meet broad programmatic needs and demonstrate new directions or approaches to instruction.

Proposals should show that applicants are intending to explore other possible sources of internal and external funding.

Applicants are welcome to discuss their projects, as relevant, with members of the [Center for Teaching, Research, and Learning](#).

The funds will be available for the fiscal year beginning July 1 and must be expended by June 30.

As with other faculty advancement opportunities funded by the University, awardees must agree to remain at American University for one academic year proceeding the award, or reimburse the University for all payments made to them or for their benefit during this period.

Awardees may be asked to make a presentation on the results of their project at the Ann Ferren Conference on Teaching, Research and Learning.

A final written report and copies of syllabi or program revisions are due to your school/college dean and the dean of academic affairs by the date designated on the Key Dates and Deadlines.

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### **Proposal Format**

#### **Abstract page:**

University Curriculum Development Award FY 20\_\_  
Applicant(s) Name (s)  
Faculty Status  
Teaching Unit and School/College  
Total Funds Requested  
Previous support received  
A 100-word description of the project

The body of the proposal is limited to eight (8) pages of double-spaced text and should include specifically marked sections addressing the following:

- A. Analysis of the student population to be served
- B. Rationale for the course, materials, or program revision to be designed
- C. Significance of the project to the curricular field and to the university's strategic goals
- D. Statement of course/program contents
- E. Specific program/course objectives and associated student learning outcomes
- F. Description of teaching methodologies
- G. Potential relationship to or impact on other courses or programs
- H. Plan of work and proposed output of project with a schedule for completion
- I. Detailed breakdown and justification of the budgetary support requested, including other sources of internal and external funding to be sought
- J. One-page bibliography

Please append as well a brief curriculum vitae for each of the principal faculty directors of the project.

*Updated 3/28/2019*