

COUNCIL FOR EXCELLENCE IN TEACHING AND LEARNING  
2008-2009 CURRICULUM AND INSTRUCTIONAL GRANTS

APPLICATION COVER SHEET

**Applicant Information** (Please type or print neatly):

Please list information for the *primary applicant*. The primary applicant is the person to whom all correspondence regarding this application will be addressed.

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Department or Program: \_\_\_\_\_

College: \_\_\_\_\_ Mail Code: \_\_\_\_\_

Campus Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Application Information** (Please type or print neatly):

Title of Proposal: \_\_\_\_\_

Please list all faculty in addition to the primary applicant participating in the proposed project or activity (attach an additional sheet if necessary):

Name Department/Program

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount of Funding Requested: \_\_\_\_\_

**Signatures**

Applicants (attach additional sheet if necessary)

\_\_\_\_\_

Primary Applicant

\_\_\_\_\_

Department Head/Program Director (required):

**Application Materials:**

Please refer to the Curriculum & Instruction Grant Guidelines for more information regarding materials to be included in each of the following sections of

the application.

**Required Materials:** All applications **must** include

1. **An application cover sheet**
2. **A statement of the curricular/instructional problem or challenge that the application addresses**
3. **A description of the proposed project.** Applicants should describe the means and methods by which the proposed project addresses the problem/challenge identified above. *Applicants must stress how the proposed project represents an innovative approach to meeting the identified problem/challenge.* Applicants should also explain why the proposed project represents the best option for addressing the identified problem/challenge. No c.v.'s, please.
4. **Impact of the proposed project or activity on student learning outcomes.** Applicants should identify the key student learning outcomes of the proposed project and describe the anticipated effect that the proposed project will have on the identified student learning outcomes. Applicants should discuss what they hope to achieve as a result of the proposed project.
5. **An assessment plan.** Applicants should outline a plan for assessing whether the proposed project achieved the anticipated effect on the identified student learning outcomes. Assessment plans should address each of the key student learning outcomes identified for the proposed project or activity earlier in the application.
6. **A budget and plan for continuation.** Applicants should provide an itemized budget of anticipated expenses related to the proposed project. Applicants should describe each item as well as any other funding sources. Please refer to the guidelines for the Curriculum and Instructional Grants Program for important information about budget items that are not eligible for funding important information about budget items that are not eligible for funding under this program. Applicants should address (if applicable) how they foresee the proposed project continuing after the original CETL funding has ended (assuming the project or activity is successful and warrants continuation).

### **Important Information**

All applications must be signed by the applicant's department head/program director. For more information on the 2009 Curriculum and Instructional Grants program, please contact Robert Paul Malchow, Associate Vice Provost for Faculty Affairs, at 3-3614 or via e-mail at [paulmalc@uic.edu](mailto:paulmalc@uic.edu). Additional information, including Curriculum and Instruction Resources, is also available on CETL's web site located at <http://www.uic.edu/depts/oa/cetl>.

Applicants are encouraged to submit one pdf version of their application by the deadline to Matthew Slomka at the following email address: [msslomka@uic.edu](mailto:msslomka@uic.edu). Please title the document with the applicant's name followed by "CIG application

2008.” Faculty needing assistance converting their application to pdf format are encouraged to visit the Instructional Technology Labs (ITL), located in the Daley Library on the east end of campus and in the Benjamin Goldberg Building on the west end of campus. It is the responsibility of the applicant to have checked to make sure the pdf prints and reads properly.

Alternatively, applicants can submit ten (10) copies of their application materials by the deadline to:

**CETL (m/c 103)  
2715 University Hall  
601 South Morgan Street  
Chicago, Illinois 60607**

***Application Submission Deadline.*** The deadline for submission of applications is **4:30 P.M on Thursday, January 29, 2009**. Applications received after the deadline will not be considered.