

Course Development Grants

Each year CERCL accepts proposals for grants not to exceed \$2000 to encourage new courses or the update of existing courses in line with the goals of the Center.

About CERCL

Through innovative research, engaged pedagogy, and creative approaches to application, the Center for Engaged Research and Collaborative Learning seeks to promote and advance creative models and practices of leadership of benefit to new generations of leaders. While leadership is a topic in many quarters at Rice, the CERCL operates by means of a different approach – one that is primarily concerned with innovative attention to the fostering of “tools,” conversation and “environments” necessary for the development of what we have come to call leadership; and, this includes the development of new and “organic” means by which to think about and act out leadership.

The objectives and activities of the Center begin with an understanding that fulfillment of its mission involves careful attention to some of the basic building blocks of leadership:

1. knowledge production;
2. critical thinking skills generated in part through integrated learning;
3. communication skills generated through application of (1); and
4. application through engagement with a wide-range of perspectives, persons, and interests, both locally and globally.

Who May Apply

Rice University tenured and non-tenured faculty, postdoctoral fellows, and qualified graduate students (based on teaching requirements within their departments)

Selection Criteria

- Is the proposal consistent with the mission and objectives of CERCL?
- 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?

Submission Deadlines

- The third Friday of October (5 pm, CST) for Spring Courses
- The last Friday of February (5 pm, CST) for Fall Courses

Proposal Format/Checklist

Proposals are to be emailed in (1) electronic document (saved as a Microsoft Word or PDF file) to cercl@rice.edu and must include the following:

Cover Sheet – See page 3

C.V.

Statement of Teaching Philosophy

Syllabus

Course Description – (3 double-spaced pages or fewer) - indicating how the course fits into the major, college and/or university requirements/electives; the target student population; prerequisite student knowledge; desired size of the class.

Relation to CERCL Mission - Clear statement of purpose, scope, and strengths of the project and its relation to the CERCL initiatives; issues the course will address; anticipated community engagement of the students and how this will be integrated into the course (e.g., through potential assignments); and one or more civic learning goals and method to assess their attainment

Budget - *Applicants should keep in mind that the maximum grant award is \$2000.*

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.
- Costs for activities such as photocopying, book purchases, materials, software, 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.
- Advertising and promotion: Funds may be requested for advertising and promotion if the activity is integral to the success of the project.
- Travel: Typically, CERCL funds cannot be used for travel. These requests will be considered only if there are compelling circumstances underlying the request.
- Food/Meals: Typically, CERCL funds cannot be used for food or meals. These requests will be considered only if there are compelling circumstances underlying the request.
- Incremental staff support for graduate and undergraduate student workers will be considered. This may not include tuition remission.
- Small or unique equipment costs may be considered, but any equipment purchased is University property and must be returned to CERCL after course completion.
- Faculty salaries: It is beyond the scope of the CERCL to support direct compensation for faculty.

**Course development grant monies are taxable.*

CERCL Course Development Grant Coversheet (for Faculty/Postdoctoral Fellow)

Proposed or actual name of the course

Principal Investigator's name(s) & title(s)

School

Department

Address, City, State, ZIP

Telephone number(s) / fax number(s)

E-mail address(es)

Amount requested

Term(s) and year(s) for carrying out proposed project

Department Chair's signature - Indicates departmental approval of the course and verifies that the course will be offered at least once during the upcoming two academic years. Note that this grant does not include any payment for instruction of the course. All such compensation must be worked out with Department Chair or other appropriate parties.

Department Dean's signature - *Only If applicant is the department chair*

CERCL Course Development Grant Coversheet (for graduate students)

Proposed or actual name of the course

Principal Investigator's name(s) & title(s)

School

Department

Address, City, State, ZIP

Telephone number(s) / fax number(s)

E-mail address(es)

Amount requested

Term(s) and year(s) for carrying out proposed project

Advisor signature

Department Chair's signature - Indicates departmental approval of the course and verifies that the course will be offered at least once during the upcoming two academic years. Note that this grant does not include any payment for instruction of the course. All such compensation must be worked out with Department Chair or other appropriate parties.