

## Faculty Development Fund Proposal Checklist

★ **Proposals are due by 4:00 p.m. on Tuesday, October 17, 2023.**

### Submitted via email

- Chair Evaluation Form:** Use the attached evaluation form
  - Forward to your chair(s) the [Chair Evaluation Form](#) along with a complete copy of your application packet.
  - If multiple departments are involved, include evaluation forms from all relevant department chairs.
  - The chairperson(s) should evaluate the proposal, and then forward the Chair Evaluation Form to [crltgrants@umich.edu](mailto:crltgrants@umich.edu). These must be received by the submission deadline.

### Submitted online as a single PDF file in the order listed below

- Cover Sheet:** Use the attached [cover sheet](#).
  - Include the name of the primary proposal applicant, the title of the project, duration of the project, level of funding, and approximate number of students impacted.
  
- Project Overview** (250 words max): Provide an overview of your project with enough detail for a general audience (i.e., outside of your discipline) to read it. You will also submit this electronically on the application webform. This overview will be made public on the CRLT website if your proposal is funded.
  
- Project Description:** (1,500 words max; references can be on a separate page and do not count toward word limit). The project description should include:
  - **Background and Rationale:** Provide a brief narrative that contextualizes the proposed project and provides sufficient background (e.g., current literature, current practices & resources, existing student or course data) for a reader who may not be familiar with the author's discipline or interdisciplinary perspective.
  - **Goals & Activities:** Provide a detailed description of the goals, objectives, and activities of the project.
  - **Implementation Plan & Timeline:** Provide a description of the anticipated timeline for completing the project activities. If more than one applicant is involved, please articulate who will be responsible for completing each activity on the timeline.

- **Impact on Student Learning:** Describe your project's anticipated impacts on student learning, including the number of students who will be affected, the specific nature of the impact on student learning, and an explanation of the broader impacts on the curriculum and/or discipline.
  - **Evaluation Plan:** Provide a description of how the success/impact of this project will be evaluated and documented. Approaches might include, but are not limited to: midterm course assessments; assignment, syllabi or other course document reviews; analysis of student work; end-of-term student ratings; focus group; surveys; etc. (CRLT staff would be glad to consult with you on approaches to evaluation.)
  - **Communication Plan:** Provide a description of how the findings or results of the project will be shared within the department, program, university, and beyond the university.
- Budget Request & Justification:** Use the attached [budget worksheet](#).
- Provide the total amount requested and a budget breakdown.
  - Provide a clear and brief explanation for all proposed expenditures and how each will help to achieve the project goals.
  - Please do not include CRLT services (e.g., evaluation/assessment support, retreat/workshop facilitation, extensive consultations) in your proposal without a prior consultation with a CRLT representative.
  - See additional information about eligible expenses and justification in the *budget worksheet*.
- Letter(s) of Support:** (As needed, but strongly recommended for Level 2 proposals)
- Evidence of sufficient institutional support (e.g., a letter from supervisor, chair, dean, etc.) and of primary applicants and co-applicants with prior experience with similar projects or ability to undertake the project (e.g., through academic preparation or prior/current work experience)