The National Center for Academic Transformation

Final Proposals

Final proposals should include the following sections:

Abstract

Following a title page, write a one-page abstract. The abstract should conform to the following format:

- Paragraph 1 – summarize the current (traditional) course including numbers of students enrolled.
- Paragraph 2 – summarize the academic problem that you are addressing.
- Paragraph 3 – summarize the planned course redesign.
- Paragraph 4 – summarize how the redesign will enhance quality.
- Paragraph 5 – summarize how you will assess the impact of course redesign on learning.
- Paragraph 6 – summarize how the redesign will produce cost savings and what you intend to do with the savings.

Application Narrative

- Select a redesign model and explain why you chose it and how you intend to embody the Five Principles of Successful Course Redesign within it.
- Describe the learning materials you intend to use.
- Select and describe a cost reduction strategy. Explain why you chose it and what you will do with the savings.
- Include a brief timeline for your redesign project. You must plan to conduct a pilot during the spring 2008 term and a full implementation during the fall 2008 term.
- Include a project budget and a budget narrative.

Worksheets and Forms

- Complete the Assessment Forms (2) for the pilot and full implementation of your redesign project.
- Complete the Course Planning Tool (CPT). Provide a brief narrative that explains the entries in the CPT where necessary.
- Complete the Cost Savings Summary Form (CSS). Provide a brief narrative that explains the entries in the CSS where necessary.
- Complete the Course Structure Form (CSF). Provide a brief narrative that explains the entries in the CSF where necessary.

Project Budget Form

- Please see the budget guidelines in the Application Guidelines when preparing your project budget. Your budget should incorporate all planned expense items for the entire project term. Include a budget narrative describing the key expense items and how they will be used in the project.

Team Proposal Signature Sheet

- Please secure original signatures on this page, including approval from your Sponsored Projects representative. Attach a list of all your project team members, including their names, titles, departments, phone numbers and emails. Submit the signed signature sheet and project team list, with a copy of your

complete proposal, to:

Grants Program Office
Arizona Board of Regents
2020 N. Central Ave., Suite 230
Phoenix, AZ 85004-4593

Final Application Format
- Submit files in either Word or Excel format. No Acrobat files, please.
- Name all files INSTITUTIONNAME [What the file is—e.g., APPLICATION, CPT, CSF, etc. Include your institution's name on each spreadsheet page.

Additional tips and information about the Course Planning Tool:
- You must fill in all 3 spreadsheets.
- You must translate your data to cost per student.
- Please explain the spreadsheets in the course planning tool narrative. This is the place to elaborate any aspect of the planning tool that is not self-evident, to explain variations among personnel (e.g., 2 TAs teach 1 section, 1 TA teaches 2 sections), etc.
- Please do not add spreadsheets to the tool. Include additional data or comments in narrative.
- Please be clear about whether you are showing a section or the whole course or whether you are showing one term or the whole year.
- Be sure to include benefits costs in personnel costs.

Course Planning Tool (CPT) drafts must be submitted electronically to Pat Bartscherer at patb@theNCAT.org by **June 22, 2007**, for preliminary review.

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Proposal Submission Deadline: July 1, 2007.