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.
- Describe how you will address the Five Critical Implementation Issues.
- Include a brief timeline for your redesign project. You must plan to conduct a pilot during the spring 2009 term and a full implementation during the fall 2009 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 Completion Forms* (2) for the pilot and full implementation of your redesign project.
  - If you have course completion data for the traditional course, enter it. Enter the planned timeframe and number of students for the redesigned course.
  - If you do not have data for the traditional course, enter the planned timeframe and number of students for both the traditional and redesigned course.
- 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.

Budget
- Develop a primary budget for the course redesign project that does not exceed $50,000. Please include a budget narrative explaining how the costs were estimated and justifying the need for the cost. Indirect costs are not allowed.
- If appropriate, develop a secondary budget for any significant equipment purchases (e.g., establishing a mathematics emporium). These funds may only be awarded to projects of exceptional merit.

Final Application Format
- Submit files in either Word or Excel format. No Acrobat files, please.
- The project abstract, application narrative and any narratives explaining the worksheets and forms should be in one Word file.
- Name all files INSTITUTIONNAME COURSENAME [What the file is—e.g., Proposal, CPT, CSF, etc.]
  - Example: State University Biology Proposal
  - Example: SU Spanish CPT

Additional tips and information about the Course Planning Tool:
- Include your institution's name on each spreadsheet page.
- 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 one section or the whole course and whether you are showing one term or the whole year.
- Be sure to include benefits costs in personnel costs.

Submission of Proposals

A draft of the *Course Planning Tool* (CPT) and the *Course Structure Form* (CSF) plus any explanatory narratives must be submitted electronically to Kay Katzer, NCAT Program Coordinator, (kkatzer@theNCAT.org) by May 26, 2008 (three weeks prior to the final submission deadline) for preliminary review. NCAT staff will review these drafts and send you comments if there are errors or questions. You must revise these documents and include the revisions as part of your final proposal.

Final proposals should be submitted electronically to Pat Bartscherer, NCAT Program Manager, (patb@theNCAT.org) and your institution's provost/vice president for academic affairs. Deadline for submission is June 16, 2008.