

Final Proposals

Final proposals should include the following sections:

Executive Summary

Following a title page, write a one-page executive summary. The executive summary 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.

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 Request

A maximum of \$40,000 over two years will be available for each of 10 course redesign projects.

Budget requests may include all categories including: faculty salary (release time) to provide time for developing the course redesign, staff salary, student support, equipment, software, supplies, travel related to the redesign effort subject to all relevant regulations governing SUNY expenditures. No indirect costs are allowed.

The budget request should break down all expenditures over the two-year period of the grant (see the [suggested budget form](#)) and should be accompanied by a budget justification that indicates all sources of support for the project. For example, if the budget request is only for equipment, the justification should clearly indicate not only a justification for the equipment, but also an explanation of how support for instruction and supplies will be covered. Or conversely, if the budget request is primarily for salaries, an explanation of the source of support for needed equipment and supplies should be included. Finally, the budget justification should indicate how the redesigned course will be sustained into the future.

A maximum of \$35,000 will be available during the planning and implementation phases of the grant, with the remaining \$5,000 to be paid after receipt of a final report that includes an initial assessment of the redesigned course's success. A follow-up report will be due one year following the date of the official receipt of the grant's final report.

Final Application Format

- Submit files in either Word or Excel format. No Acrobat files, please.
- The project executive summary, 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: HVCC 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, at kkatzer@theNCAT.org by April 4, 2008 (two 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, at patb@theNCAT.org. A copy should also be sent to your chief academic officer and your grants officer.

[Team Proposal Signature Sheet](#)

Please secure original signatures on this page, including approval from your campus president. 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 paper copy of your complete proposal to:

Patricia Pietropaolo, Assistant Provost - Community Colleges
c/o Patti Lubrano
State University of New York, S-526A
353 Broadway
Albany, NY 12246

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 April 18, 2008.