

UNIVERSITY of HOUSTON | CLASS

CLASS Curricular Development Grant

The CLASS Curricular Development Grant is intended to fund and support new courses that promote the curricular goals of the department/program and the College. Proposals will be evaluated based upon the following:

1. The proposed course's potential for curriculum expansion
2. Course alignment with a strategic disciplinary area
3. Will the proposed course be building onto a cluster of other courses to satisfy a major and/or minor at the undergraduate level or graduate level?

What the Grant Will Fund

Support will be given strictly for curriculum development (e.g., educational resources, software materials and any reasonable and necessary expenses in support of the project).

What the Grant Will Not Fund

Expenses incurred outside the scope of the proposed curricular development will not be funded or reimbursed.

Eligibility

All CLASS faculty currently employed at UH are eligible to apply.

Application Requirements

Applications shall consist of:

- Signed Cover Page (template provided)
- Project Description- Maximum 2 pages, double- spaced, 12 point font
- Project Budget and Justification (template provided)
- Applicant(s) CV- Maximum 2 pages per applicant
- Letter of Support from the Department Chair

PLEASE NOTE: Incomplete applications will not be reviewed. Applications will be considered incomplete until all information has been received, at which time an email confirming receipt will be sent to you.

Proposal Guidelines

Project Description: Please provide a brief description of the project, detailing the potential impact and how it enhances the curriculum. Project descriptions should also include:

- **Key Personnel:** Identify specific faculty members designated to oversee the project.
- **Implementation:** Provide a brief explanation of how you intend to implement the project in addition to an evaluation plan (e.g., student surveys, peer reviews).

Project Budget and Justification: Be sure to provide an itemized budget (template provided) along with a budget justification for all expenses to be covered by the grant.

***PLEASE NOTE:** CLASS Curricular Development Grants are for a maximum 12 months. Any unused funds at the end of the project period will be returned to CLASS at the end of the grant period.*

Granting Schedule

Earliest Submission Date: February 1st

Applications Due: March 1st

Notification of Award: May 1st

Scan all materials as a single PDF, including the cover page. Please name the file as [LastName]_[FirstName]_[CDG]. For example, Smith_John_CDG.

Please submit all application materials to CLASSGrt@uh.edu prior to new course development and by the posted deadline. Please write "CLASS CDG" in the subject line.

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CLASS Curricular Development Grant Cover Page

Last		First		Email	
Department/Program				Amount Requested	
Project Title					

Department Chair

Date

Program Director

Date

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CLASS Curricular Development Grant Budget

	Funds Requested	Other Funds
SALARIES & WAGES (identify function)		
Faculty Salaries		
Research Assistants		
Student Wages		
Non-Student Wages		
FRINGE BENEFITS		
MAINTENANCE & OPERATION (e.g . chemicals, supplies, services, copying, postage)		
TRAVEL (may be subject to State of Texas guidelines)		
Equipment (specify items over \$1,000 each)		
TOTAL PROJECT COST		

UNIVERSITY of **HOUSTON** | **CLASS**
CLASS Curricular Development Grant Project Description

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CLASS Curricular Development Grant Project Description

UNIVERSITY of **HOUSTON** | CLASS
CLASS Curricular Development Grant Budget Justification