



## Course Improvement/Support Grant Proposals

The mission of ACCEPtS is to enable member institutions to cooperatively offer graduate and undergraduate courses thereby giving students greater access to a diverse curriculum and high quality education in the plant sciences.

Currently, ACCEPtS courses enroll students from the alliance member universities: Louisiana State University, Mississippi State University, Oklahoma State University and the University of Arkansas. Faculty desiring to improve their online/distance education course offered through the ACCEPtS program are encouraged to complete and submit this course improvement grant proposal.

In an effort to assist ACCEPtS faculty in continuing to offer the highest quality online education experience to ACCEPtS students, ACCEPtS encourages faculty to continually evaluate and re-develop their courses as needed. To encourage faculty to re-develop their courses and provide a high quality experience for the students, the course improvement/support grant program has been established. ACCEPtS has developed the following set of guidelines for preparation of the grant proposal. Course improvement/support grants may include requests for course support, supplies, travel, contractual expenses or equipment needed to improve the ACCEPtS students' educational experience or support for the instructor to teach, re-develop or enhance their course offering.

ACCEPtS does not cover any indirect costs (overhead) on its educational grants. Grants may be submitted at any time and will be funded for one year from award date unless otherwise noted.

**Proposal Guidelines** – Proposals should follow submission guidelines or they will be returned. Faculty desiring to teach a course through the ACCEPtS program should submit:

- 1) The attached course improvement proposal form.
- 2) The current and proposed (if substantial changes) course syllabi.
- 3) A proposed budget for course improvement funds from ACCEPtS.
- 4) Justification for requested funds.
- 5) grants office contact and information on where to send the check

A proposed syllabus should be included if the course re-development/improvement includes substantial changes to the current course. The guidelines covering the general requirements for a syllabus are available upon request. All syllabi for proposed courses should meet the minimum requirements outlined in the ACCEPtS course proposal guidelines.

### **ACCEPtS Grant approval process:**

Faculty submits their completed grant proposal to the ACCEPtS grant coordinator; the grant proposal coordinator E-mails the proposal to the ACCEPtS grant proposal committee (ACCEPtS institutional representatives) for comment/review/approval; the grant coordinator communicates with proposing faculty on requested changes or approval; if changes are requested, the revisions will be due within 4 weeks; upon approval of the proposal, the requested funds will be distributed to the appropriate institution.

**Route all course/grant proposals through your institution's grants office and submit electronically to:** Garry McDonald, [gmcdonal@uark.edu](mailto:gmcdonal@uark.edu) or Richard Harkess, [Richard.harkess@msstate.edu](mailto:Richard.harkess@msstate.edu).



## Course Improvement/Support Grant Proposal

Attach the following:

- a current and proposed (if substantially changed) syllabus including a course outline with method of instruction, topics to be covered, means of assessment, course objectives, grading policy, and other information according to the ACCEPS guidelines.
- a proposed budget and justification for course improvement/support funds from ACCEPS.

**Date:** \_\_\_\_\_

**Proposer/Instructor Name:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Home Institution** \_\_\_\_\_ **Average enrollment:** \_\_\_\_\_

**Semesters the course has been offered** \_\_\_\_\_

**Summary of changes (if any) to the Course:**

\_\_\_\_\_  
**Faculty signature**                                  **Date**

\_\_\_\_\_  
**Department Head signature**      **Date**

**Institution Sponsored Programs (University Grants office to whom check will be sent)**

\_\_\_\_\_  
**Contact information (name, address, phone, ...)**

\_\_\_\_\_  
**Authorized grant office signature**                                  **date**



## COURSE IMPROVEMENT/SUPPORT GRANT PROPOSAL BUDGET

Course Title: \_\_\_\_\_

<u>Category</u>	<u>Amount</u>
Personnel (NO PERMANENT EMPLOYEES)	
Salaries	\$ _____
Wages	\$ _____
Fringe Benefits (Specify rates) _____	\$ _____
Travel	\$ _____
Contractual Services	\$ _____
Subcontracts	\$ _____
Commodities	\$ _____
Other Costs (specify)	\$ _____
Capital Outlay: Equipment	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

Budget justification (explain course improvement or support needs):