

New Directions Initiative Proposal Preparation and Submission Guidelines

Proposals should succinctly describe the nature of the project, the actions proposed and the outcomes expected. Proposals should be written in the expectation they will be read by chief academic officers beyond one's home institution. Proposals for collaboration on a single college campus may be shared with other campuses as exemplars of ideas to explore in or across other GLCA member colleges.

A complete submission has three parts: the proposal, a c.v. for each (co-)proposer, Institutional Awareness Form.

PROPOSAL: Proposals should be organized into the following parts, underlined in the instructions below.

Proposal Title

Project Participant(s)

Name, title, and institution of the lead proposer

Provide name, title, and institution of additional faculty participants. Proposals should include short bio statements (school, department, areas of teaching and scholarship) of all participants.

Executive Summary – An overview of the project's idea, value, feasibility, and outcomes.

Project Narrative – the narrative should be no longer than five pages and should address;

Newness. What is the new direction that is the centerpiece of the proposal? How is this a new direction for the participants?

Value. The project's topic and its importance to the renewal of the participants – include a consideration of how the topic connects to one or more of the New Directions themes. How will the proposed activities relate to this topic?

Feasibility. Is the project practical and cost effective? Are the project's institutional implications adequately considered?

Impact. What will be the impact of this project and by what means will you gauge its impact? If appropriate, what plans are there for dissemination of the results or outcomes of the project?

Project Duration – project start and end dates

Project budget – a project budget with justification that represents a responsible estimate of costs – including the cost of materials and equipment, travel, external speakers, and stipends (\$600 / week) for participants contributing to the project's design and execution.

Proposal format:

Times New Roman at a font size of 11 points or larger

One inch margin all around

Single-spaced, all pages should be numbered

CURRICULUM VITAE – for the proposer and all co-proposers. If the project makes use of a consultant, that person's resume should be included.

INSTITUTIONAL AWARENESS FORM – Each proposal *must* include a completed Institutional Awareness form. If the project has no institutional resource implications, only the proposer need sign it (digitally). Otherwise it must also be digitally signed by the proposer's department chair and the dean or chief academic officer.

File names:

All file names should begin with the name of the lead proposer. For example, Elmer Fudd would submit: Fudd NDI Proposal.docx, Fudd cv.docx, and Fudd Institutional Awareness Form.pdf

Submitting: Proposals should be submitted electronically to the New Directions Initiative program officer at ndi@glca.org, with a copy sent to your Campus Facilitator.