CURRICULUM DEVELOPMENT AND PROGRAMMING GRANTS
for projects between January 1, 2014 and May 31, 2015
**Due Date: Friday, November 1, 2013 by 5:00 PM**
APPLICATION GUIDELINES

Overview
Applications are invited from continuing members of the College and Conservatory teaching faculties for curriculum-development projects to be undertaken between January 1, 2014 and May 31, 2015 and implemented during spring 2014 or academic year 2014-15. The purpose of the awards is to:

- improve the coordination among courses from different programs and departments that focus on particular international topics;
- encourage the integration of languages other than English into courses traditionally taught in English;
- support programming around topics of international interest with significant and multiple tie-ins with concurrently taught courses; and
- foster closer integration between programming and the curriculum in order to enhance the educational impact, and increase the audience, of speakers, films, across and within departments.

To this end, the OCLC will support projects that fall within one or all of three broad categories:

1. Curriculum development projects that establish, or take advantage of, meaningful connections around topics of international scope between two or more courses taught during the same semester in different departments, programs, or divisions (including the Conservatory) and/or the Allen Memorial Art Museum. This may include courses dealing with the same part of the world, or courses that focus on particular social, historical or cultural phenomena occurring in different regions. Connections between courses and Winter Term projects are also encouraged.

2. Curriculum development projects that integrate the use of languages other than English in courses traditionally taught in English. This integration may range from using languages other than English as the main language of instruction, to the creation of extra sessions taught in different languages, or making it possible for students to use their existing language competencies in research projects.

3. Projects that create programming around topics of international scope, and which is directly tied in with at least two, but ideally more, courses taught concurrently. The proposed programming should be included in the course syllabi, with obligatory attendance for enrolled students.

The OCLC has a strong preference for projects enhancing courses that are taught on a regular basis, rather than one-time, special courses that may not count toward a major or minor, or that make it harder for faculty to cover their normal teaching duties. Grant recipients commit to offering enhanced courses at least two times in the next five or six academic years.

Similarly, applicants are encouraged to fold their projects into existing programming patterns (conferences, lecture series, festivals). The purpose of this grant is not to create additional programming but to make existing programming less fragmented and more pedagogically effective.

Projects eligible for funding may include, for instance three courses that are regularly taught in different departments that focus on the same country, region, time period, or topic but approach it from different disciplinary perspectives; in that case, funding might be requested to facilitate meetings among the faculty in charge, to adapt syllabi to include projects involving students from all three classes, but also to invite one or more speakers for students from all three classes, or organize a collective event or exhibit around the areas of contact or overlap.

For this round, the OCLC is especially (but not exclusively) interested in projects related to the theme of Realism (2013-14), particularly in the non-Western world, or the theme of Migrations (2014-15). (These themes were determined in conjunction with the Museum’s annual themes, which will be Western Realism in 2013-14 and the Americas in 2014-15.)

Grant funding will be awarded on a competitive basis and may be used for summer curriculum development, travel, meetings, and/or programming costs (including travel, lodging, honoraria, meals for outside visitors). All grant recipients commit to attending a two-day workshop in the early or late summer prior to the first offering of the enhanced courses.

Grant recipients will receive a $300 stipend, subject to tax and TIAA-CREF withholding, for attending the workshop.

All applications should specify the educational goals of the project and discuss plans for evaluating whether those goals have been reached.
Eligibility
All teaching members of the General Faculty of Oberlin College with continuing appointments are eligible to apply. A person on sabbatical leave may apply for an award to be used during the leave period, if the project to be funded conforms to the requirements stated above. Individuals who received Teaching Grants or other internal grants in previous competitions are eligible to apply, providing reports on all previous projects have been submitted to the Grants Office (formerly the Office of Sponsored Programs).

Limitations/Exclusions
Estimated budgets should be as precise as possible and itemized. For faculty travel the grant will not provide more than $100 per day for housing and meal costs combined. Funds cannot be used to purchase equipment. Awards involving a single course or faculty member typically will not exceed $1,000. Awards may be higher for projects involving multiple courses and faculty.

Institutional Requirements
In keeping with Oberlin College policy, approval from the Institutional Animal Care and Use Committee (IACUC) must be received for all projects involving the use of vertebrates. All projects involving the use of human subjects must adhere to the College’s policies regarding the use of human subjects as determined by the Institutional Review Board (IRB). IACUC/IRB approval does not need to be included with the application, but must be received before any work involving invertebrates or data collection on human subjects can begin. Confirmation of IACUC/IRB approval must be submitted to the Grants Office.

Application Procedure
Prospective applicants are encouraged to discuss their plans with the OCLC Director, Sebastiaan Faber, prior to submitting their applications.

Applications for projects occurring between January 1, 2014 and May 31, 2015 are due by 5:00 p.m. on Friday, November 1, 2013 and should be submitted via email to oclc@oberlin.edu. Proposals should be double spaced and submitted in a standard 10- or 12-point font. Applications will be reviewed by the OCLC steering committee in consultation with EPPC and EPC.

An application must include the following elements:

- **Cover page**: Please complete and sign the required form.

- **Narrative** (not to exceed 1,000 words): List the participating faculty and the course(s) involved. Summarize the goals for your project and explain how project activities will meet these goals. Explain how the support requested helps achieve the project’s goals. Describe the curricular benefit to be gained from the project, including specific courses and course content that will be affected. Please describe how the project would be evaluated at the end of the grant period. If the programming is meant to be open to audiences beyond the students enrolled in the course(s), please describe the potential audience.

- **Budget**: Estimated budgets should be as precise as possible and itemized. The grant will not provide more than $100 per day for housing and meal costs combined. If you are requesting funds for a student assistant, please keep in mind that the Committee normally does not fund hourly rates above $8.25 per hour and, if the student is to work during the summer, FICA at 7.65% should be included in the budget. Funds cannot be used to purchase equipment. Please be precise and itemize expenses. Awards will not normally exceed $2,000.

- **Department Letter**: Please include a letter of support from the chairs of the programs or departments involved in the project.

Applications may be sent by fax only if the applicant is on leave and off campus. It is the responsibility of applicants to make sure their applications are delivered on time. Late applications will not be considered.

Post-Award Requirement
All recipients of OCLC Grants will be required to write a report (250 – 500 words) summarizing the work accomplished and the outcomes of the project. This report is due to the OCLC by August 31, 2014 for summer 2014 curriculum development projects.

Completed applications in either Microsoft Word or Adobe PDF format should be emailed to oclc@oberlin.edu by 5:00 pm on Friday, November 1, 2013.

It is the responsibility of applicants to make sure proposals are emailed on time. Late applications will not be considered. Faculty will receive an email confirmation that their application has been received. Please contact Sebastiaan Faber, sfaber@oberlin.edu, if you do not receive a confirmation email.
OBERLIN CENTER FOR LANGUAGES AND CULTURES

OCLC Curriculum Development and Programming Grants
for projects between January 1, 2014 and May 31, 2015
**Due Date: Friday, November 1, 2013 by 5:00 pm**

COVER PAGE

Name: __________________________ Title: __________________________

Department/Program: __________________________

Campus Phone: __________ Campus Address: __________________________

Name: __________________________ Title: __________________________

Department/Program: __________________________

Campus Phone: __________ Campus Address: __________________________

Name: __________________________ Title: __________________________

Department/Program: __________________________

Campus Phone: __________ Campus Address: __________________________

Title and Number of Course(s): __________

Approximate class size(s): __________

Years the course(s) will be offered (Courses developed or revised with grant support are expected to become part of the regular curriculum, offered at least two or three times within five years):

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Amount Requested: $ __________ Project Start Date: __________ Project End Date: __________

List all grants received for this or similar courses or projects in the last five years:

Please include the following (see guidelines for detailed descriptions):

1. Completed cover page.
2. Narrative: In 1,000 or fewer words, summarize the goals for your project and explain how project activities will meet these goals. Explain how the support requested helps achieve the project’s goals. Describe the curricular benefit to be gained from the project, including specific courses and course content that will be affected. Please describe how the project would be evaluated at the end of the grant period. If the programming is meant to be open to audiences beyond the students enrolled in the course(s), please describe the potential audience.

3. Budget: Estimated budgets should be as precise as possible and itemized. The grant will not provide more than $100 per day for housing and meal costs together. If you are requesting funds for a student assistant, please keep in mind that the Committee normally does not fund hourly rates above $8.25 per hour and, if the student is to work during the summer, FICA at 7.65% should be included in the budget. Funds cannot be used to purchase equipment. Please be precise and itemize expenses. Awards will not normally exceed $2,000.

4. Department letter: Please include a letter of support from the chair(s) of the programs or departments involved in the project.

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