CURRICULUM DEVELOPMENT AND PROGRAMMING GRANTS
for projects between November 15, 2017 and December 31, 2018

**Due Date: Friday, October 13, 2017 by 5:00 PM**

APPLICATION GUIDELINES

Overview
Applications are invited from continuing members of the College and Conservatory teaching faculties for: 1) curriculum-development projects to be undertaken between June 1 and August 31, 2018 and implemented during academic years 2018-19 or 2019-20; or 2) for programming – deeply integrated in the curriculum – occurring between November 15, 2017 and December 31, 2018. 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 more 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 Time, the theme of the Allen Memorial Art Museum for 2017-18.

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 applications must specify the educational goals of the project and 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. Faculty 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 OCLC 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.
**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 vertebrates 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 ideas with OCLC Director Tim Scholl prior to submitting a proposal.

Applications for projects occurring between November 15, 2017 and December 31, 2018 are due by 5:00 p.m. on Friday, October 13, 2017 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:

a. **Cover page:** Complete and sign the form.

b. **Narrative** (not to exceed 1,000 words) that describes:
   - the participating faculty and courses to be revised or enhanced through curriculum development or programming;
   - the goals of the project and how the proposed activities will help meet these goals;
   - the anticipated curricular benefits of the project, including course content to be revised or enhanced;
   - for requests for curriculum-development grants, a plan for summer research or study to be undertaken;
   - learning goals for the project and the plan for evaluating student learning; and
   - if programming will be open to audiences beyond students enrolled in the course(s), the anticipated general-audience size and a description of the general audience.

c. **Budget:** Estimated budgets should be as precise as possible and itemized. Faculty travel costs are limited to $100 per day for housing and meal costs together. Student assistants are supported at the rate of $8.25 per hour for up to 10 hours per week during the academic year. During the summer, assistants may work up to 40 hours per week for 8 to 10 weeks at $8.25 per hour. Funds cannot be used to purchase equipment. Awards will not normally exceed $2,000.

d. **Department Letter:** For proposals to develop new courses only, include a letter of support from the relevant department or program chair(s).

Late applications will not be considered.

**Post-Award Requirement**
All recipients of OCLC grants will be required to write a report (500-1000 words) summarizing the work accomplished, outcomes of the project, and evaluation results. This report is due to the OCLC by June 30, 2018 for 2017-18 academic-year projects, August 31, 2018 for summer 2018 curriculum-development projects, and January 15, 2019 for fall 2018 projects.

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**Completed applications in either Microsoft Word or Adobe PDF format are due to oclc@oberlin.edu by 5:00 pm on Friday, October 13, 2017.**

Late applications will not be considered.

Faculty will receive an email confirmation that their application has been received.
**OBERLIN CENTER FOR LANGUAGES AND CULTURES**

**OCLC Curriculum Development and Programming Grants**
for projects between November 15, 2017 and December 31, 2018

**Due Date: Friday, October 13, 2017 by 5:00 pm**

**COVER PAGE**

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**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.):

- 2017-18
- 2018-19
- 2019-20
- 2020-21
- 2021-22
- 2022-23

**Amount Requested:** $ __________

**Project Start Date:** __________

**Project End Date:** __________

Other funding sources for which you have applied:

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, describe: the participating faculty and courses to be revised or enhanced through curriculum development or programming; the goals of the project and how the proposed activities will help meet these goals; the anticipated curricular benefits of the project, including course content to be revised or enhanced; for requests for curriculum-development grants, the plan for summer research or study to be undertaken; the learning goals and plan for assessing student learning; and if programming will be open to audiences beyond students enrolled in the course(s), the anticipated general-audience size and description of the general audience.
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