**REQUEST FOR PROPOSAL**

**CPS – Program and Course Development Grants**

**SUMMARY:**

One goal of the College of Professional Studies is to create a program array focused on new audiences such as non-traditional or place-bound, graduate, summer session, and continuing education students. To do this it will be important to be innovative in the ways we design and deliver programs and courses; and to create outside partnerships with school districts, agencies, business and industry, organizations, and professionals from throughout Central Wisconsin.

CPS has committed $15,000 each year to provide competitive grants to CPS faculty/staff to encourage them to create new programs courses and partnerships and enhance CPS course offerings to undergraduate summer session, graduate and non-traditional audiences .

**PURPOSE:**

Under this Request for Proposals, CPS invites CPS faculty and staff to apply for funding that will support the creation and further development of programs and/or courses for undergraduate summer session, graduate and non-traditional audiences. Preference is given to proposals that create partnerships with school districts, agencies, business and industry, and professional groups.

**CRITERIA:**

As a guideline, applicants may request a maximum award of $3000 ($1000 per credit if submitting for a course). The first half of the funds will be paid when the grant is awarded. The second half will be paid when the course is offered or when findings are submitted.

Proposals may include faculty stipends for program/course development (research, D2L training, etc.) consultant fees, travel, honoraria, and/or student/LTE assistance.

*NOTES:*

* *In order to provide continuity and student support in the delivery of our courses and programs, CPS may request permission to access D2L files for courses funded through this grant program.*
* *These grants are not intended for traditional academic year, courses and programs.*

Interested faculty/staff **must** consult with and receive endorsement from their department Chair.

**DEADLINES:**

Proposals are due to the Deans office (110 CPS) on November 20, 2015.

All proposals are reviewed by the CPS Cabinet.

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**Name:**

1. What course/program are you proposing?
2. Please identify the partner and outline your communication regarding this effort.
3. What need is being met by offering this course/program?
4. Please describe demand for this course/program (include short-term, long-term).
5. Describe and comment on the budget for the funds you are requesting.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

Department Chair Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_