

Consortium for Language Teaching and Learning Proposal Guidelines

The Chicago Language Center has funding through its membership in the Consortium for Language Teaching and Learning (CLTL) to support the enhancement of instruction of all languages at all levels. CLTL grants are rather modest; we seek to fairly fund promising pedagogical development projects and professional development activities that have the potential to have an impact on instruction here and across the Consortium.¹

Proposals may include:

- professional travel for meetings or workshops (limit \$750.00)
- funding for a workshop or symposium involving participants beyond the UofC
- development of instructional materials that will have an impact and can be implemented beyond the UofC

You are encouraged to discuss your ideas with Chicago Language Center staff, or with a colleague who has successfully completed a project. Summaries of successful proposals are available upon request.

Proposals for Travel for Professional Development

1. Submit a summary page including the name, department and email of the person(s) planning the event, and the title and dates of the event. If there is a website for the event or the group organizing it, please include that.
 - a. Describe your reasons for attending this event: What do you expect to gain? How will you participate, both officially and unofficially (i.e. are you presenting?)? How will your participation impact your teaching? How will you disseminate what you learn or are exposed to at the event? How will the meeting expand understanding in the field of language studies in terms of the announced theme? How will it help language educators to improve language teaching and learning?
 - b. Create a budget outlining all costs. If you have partial funding from your department or another program, please include that information (highly desirable).

Proposals for Workshop/Symposium Funding

1. Submit a summary page including the name, department and email of the person(s) planning the event, the title of the workshop or symposium, the language(s) impacted, the start and end date of the meeting, the amount requested, and a brief summary (about 100 words).
 - a. Describe the event: What is the theme of the meeting? What central question(s) or issue(s) will be addressed? In the case of a hosted conference, describe why the issue deserves in-depth investigation and presentation in this format. Describe the group(s) that will directly benefit (e.g., specific language teachers or all language teachers). What implications does the theme of the hosted or attended meeting have for language learning and teaching in the future? To what extent does the proposed undertaking suggest subsequent lines of inquiry and effort? How will you advertise the event? How many people do you estimate will attend?

¹ Brown, Columbia, Cornell, Princeton, and Yale are currently CLTL member institutions.

- b. Provide a calendar of events, including talks, breaks, meals, and travel by speakers or others. Use this agenda to form the basis of your budget.
- c. Create a budget outlining all costs. Don't forget honoraria, printed programs, or room rental costs.

Proposal for the Development of Instructional Materials

Each proposal should include the following items:

1. A summary page including the name, department and email of the project director, the title of the project, the language(s) impacted, the start and end date of the project, the amount requested, and a brief summary of the project (about 100 words).
2. A narrative no longer than 10 pages, including:
 - a. Project rationale: A well-crafted statement of the central question or issue to be addressed by the project. Why is it needed? Describe the group(s) directly affected by the project. What implications does this issue have for language learning and teaching now and in the future? How does it build on past efforts and what future work may be impacted?
 - b. Goals and outcomes: Exactly what materials or activities will be created? How can the materials or activities be used? By whom?
 - c. Procedures: Include a schedule or timeline of activities as a measure of the project's progress and evidence that adequate time has been allotted for the separate stages.
3. The roles and responsibilities of each team member should be described in detail. Brief references to their credentials and experience serve to establish their qualifications for assigned tasks. CV's of the key team members should appear in the appendix. Does the project require any unusual equipment, software, staff support, etc.? Explain how this will be available.
 - a. Evaluation and dissemination: An exemplar of all projects must be filed with the CLC. You must also include a plan for disseminating the project's findings, outcomes and products. These may include presentations at professional conferences and meetings, publications in academic journals or periodicals, distribution through electronic media, or other means. Remember, because the project has been funded by the CLTL, all member schools, including the UofC, must be able to access the project's product(s).
4. A standard budget form. A budget narrative should explain the costs and the basis of calculation for salaries and wages, consultant fees, supplies and materials, and any other necessary expenses. *Note that the CLC does not pay for indirect, overhead costs, contingency or miscellaneous costs, nor may they include indirect costs, gift assessments, or other administrative charges.*

NOTE: The following Wage Guidelines apply to those employed under a CLTL Grant. Be sure to check with Catherine Baumann about benefits charges.

- Veteran Developer/Senior programmer: (\$20.00) Must be responsible for programming creatively, using major programming languages to translate the PI's design into reality.
- Developer/Programmer: (\$15.00) Responsible for data entry or simple manipulation of a programming language. May even be simply a word processor.
- Assistant: (\$12.00) Either assisting in research, editing, proofreading or being recorded on physical or digital media. Work requires no leadership or special skills except possibly native knowledge of the language of the project.

Additional Conditions of CLC Grants Project

Equipment. Purchases of equipment are eligible for support, but at the conclusion of a project it is expected that equipment will become part of the CLC's holdings. Equipment may not be purchased for individuals.

Duration and Project Changes. Projects should be completed within one year from the time the award is made. Extensions may be granted for periods of six months. Requests must be submitted by email. After expiration of one year or any granted extension, project funds will return to the CLTL account. Any significant changes in the activities, time frame, personnel, or budget must be approved *in advance*.

Reporting Requirements. Please submit a progress report to Catherine Baumann by the end-of-project date you noted on your proposal. Please acknowledge in an obvious manner the support of the Consortium; e.g. "This project was supported in part by the Consortium for Language Teaching and Learning." You should prepare an exemplar or other materials for the CLC website and submit a financial report. You will also be asked to present your project to UofC colleagues at an annual Town Hall meeting or other event.

Intellectual Property. Ownership of the materials that are developed should be considered at the beginning of a project. If there is interest in marketing the results of a Consortium project, please consult Cathy Baumann.

Human Subjects' Rights. Please consult Ahmet Dursun in the CLC to inform yourself about procedures involving human subjects or other permissions.

Copyright. You will need to determine whether materials you use will require any copyright permission. Consult Rod Edwards for advice on when and how to seek such permission. If permission from the copyright holder is required, the CLC will need a copy of the permission letter before the project can continue.

PLEASE SUBMIT YOUR PROPOSAL TO CATHERINE BAUMANN (ccbauman@uchicago.edu) WELL IN ADVANCE OF THE PLANNED ACTIVITY. ALL PROPOSALS ARE VETTED AND VOTED ON BY THE CLC ADVISORY COUNCIL, WHERE EACH DEPARTMENT HAS ONE VOTE. CATHERINE BAUMANN WILL NOTIFY YOU OF THE OUTCOME.