

Guidelines for CLC Proposals

The Chicago Language Center supports proposals that enhance instruction of all languages at all levels. CLC grants are rather modest, and since the Center is not endowed with limitless funds, it seeks to fairly fund promising pedagogical development projects and professional development activities. Proposals may include:

- development of instructional materials
- funding for a workshop or symposium
- professional travel for meetings or workshops

Proposals should be written so that they are comprehensible to colleagues outside the specific language area.

You are encouraged to discuss your ideas with Cathy Baumann, Michael Berger, Nick Swinehart, a member of the Chicago Language Center Advisory Council, or a colleague who has successfully completed a project. Summaries of successful proposals can be viewed on the Chicago Language Center website.

Proposal for the Development of Instructional Materials

[Find form at the end of this document.]

Each proposal should include the following items:

1. A standard Summary Page (see below).
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. Describe why the issue deserves in-depth investigation and study. Describe the group or groups directly affected by this issue? What implications does this issue have for language learning and teaching in the future? To what extent does the proposed undertaking suggest subsequent lines of inquiry and effort?
 - b. Intended Goals and Outcomes. Once the case has been made for addressing the issue, the proposal should specify the intended outcomes. Clarify how the proposed project contributes to the key issue or question it is meant to address. How will the project 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?
 - c. Procedures. Proposals should carefully outline the procedural steps that the project team will follow in carrying out its goals. The reviewers will be looking for evidence that the proposal's authors have considered a logical sequence for the work. 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. The roles and responsibilities of

each team member should be elucidated 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.? The proposal explain how this will be available?

d. Evaluation and dissemination. Successful proposals should describe the objective and subjective methods used to determine how well the project achieves its intended goals. It is important that wherever possible empirical data be collected and analyzed according to statistical standards. Assessments of the outcomes should include evaluations by language professionals not directly involved in the project. Proposals 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.

3. A standard budget form. The budget must account for all project expenditures. *Note that the CLC does not pay for indirect, overhead costs!* 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. (Travel and lodging costs are generally not covered by Consortium grants.) Budgets may not include contingency or miscellaneous costs, nor may they include indirect costs, gift assessments, or other administrative charges. Purchases of equipment are eligible for support, usually on a cost-sharing basis. At the conclusion of a project it is expected that equipment will become part of the CLC's holdings, and thus available to all departments. Equipment may not be purchased for individuals.

NOTE: The following Wage Guidelines apply to those employed under a Consortium for Language Teaching and Learning Grant. Be sure to check with Michael Berger about benefits charges that also must be assessed. These change over time and vary according to the status of an employee with the university and the time they work (e.g., enrolled students are not charged benefits, but students who are not enrolled are).

- 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) Responsible for data entry or simple manipulation of a programming language. May even be simply a word processor.
- Assistant: (\$12) Either assisting in research, editing, proofreading or being recorded on tape or computer. Work requires no leadership or special skills except possibly native knowledge of the language of the project.

Additional Conditions of CLC Grants

Project Duration.

Projects should be completed within one year from the time the award is made. Extensions may be granted for periods of six months and requests must be submitted by email.

Change of Activities.

Any significant changes in the activities, time frame, personnel, or budget must be approved *in advance* by the CLC.

Reporting Requirements.

Progress reports will be submitted every 6 months of the project's duration and may be posted on the CLC web site or Wiki. A final narrative report describing the conduct and results of the project is due [by e-mail or in paper format] no later than 60 days after the conclusion of the project; this report will be used to publicize the project in Consortium publications. A final financial report, which includes the refund of any unexpended funds, is due within 90 days of the conclusion of the project.

The CLC or the CLC Advisory Board may ask the recipient of funding to describe an aspect of their project (pedagogical, technical, organizational, etc.) to their colleagues in a CLC presentation or workshop during development or after the completion of the project.

Project developers may also be asked to meet with teachers, who are interested in submitting their own proposals for materials development or enhancement of professional skills, in a consultative role – and also to allow project grant proposers to read their successful proposals for ideas about format and content.

Acknowledgement of Support.

The final materials should acknowledge in an obvious manner the support of the Consortium; e.g. "This project was supported in part by the Chicago Language Center."

Copyright Policy.

The copyright for materials prepared with the assistance of the Consortium resides with the author(s) in accordance with university policy.

Materials.

One complete set of the materials produced under the grant should be deposited at the CLC (if applicable). The materials should be available at cost to members of the Consortium.

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 or Michael Berger.

Human Subjects' Rights.

When planning a development project that will require the use of human subjects, your CLC proposal (or protocol) will have to be submitted to an Institutional Review Board at

the University. This IRB, one of three on campus, reports to the Committee on the Protection of Human Subject's Rights. At the same time, you should submit a consent form, (that will be given to your human subjects), to the IRB for the board's review.

<http://humansubjects.uchicago.edu/sbsirb/index.html>

The Consortium Committee will ask you to submit your protocol and consent form to the IRB before the start date for your project. The IRB meets about once a month during the academic year, and less frequently during the summer.

Copyright.

You will need to determine whether materials you use will constitute fair use or will require the permission of the copyright holder. If your audience is ONLY students and you plan to distribute your materials ONLY by a secure, password-accessible server (like Chalk), it is likely that your use will constitute fair use. The CLC staff can help you determine whether you need to seek copyright permission. If permission from the copyright holder is required, the CLC will need a copy of the permission letter before the project can continue. The University Copyright guideline can be reached [here](#). Also, additional copyright information can be found in the following Web sites:

Proposals for Professional Development and Workshop/Symposium Funding

[Find forms at the end of this document.]

Each type of proposal should include the following items:

1. A standard Summary Page (Please use the appropriate form—see below).
 - a. Describe the event you plan to host or attend: 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 or groups 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?
 - b. Intended Goals and Outcomes. Once the case has been made for attending or hosting a meeting, the proposal should specify the intended outcomes. Clarify how the proposed conference contributes to the key issue or question it is meant to address. 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?

**CLC GRANT PROPOSAL FORM for the DEVELOPMENT of
INSTRUCTIONAL MATERIALS**

Project Director

Name:

Department:

Office Address:

University:

City:

State:

Zip Code:

Telephone < Office:

Dept:

E-Mail:

Project

Title:

Language(s):

Project Period:

Amount Requested:

Summary

Date:

THE CLC PROFESSIONAL DEVELOPMENT GRANT PROPOSAL FORM*

Project Director

Name:

Department:

Office Address:

University:

City: State: Zip Code:

Telephone < Office: Dept:

E-Mail:

Type of Professional Development

Activity or Event:

Language(s):

Date of Activity or Event: Amount Requested:

Summary (How will this activity or event benefit you, your colleagues, and/or your students? This section can be expanded, if needed.)

Date:

*In the case of attending a workshop or conference, the CLC or the CLC Advisory Board may ask the attendee (the recipient of funding) to report back to her/his colleagues details of the meeting in a presentation or workshop.

Sample Budget Template

Budget Template for Consortium Grant Proposals*				
Staffing Costs				
Staff		Hours	Pay Rate	Total
	Director/Developer (lecturer or staff)	50	20	1000
	Developer (lecturer or staff)	35	15	525
	Developer (student)	25	12	300
Benefits				
	Lecturer (29.6%)			296
	Registered Student (0%)			0
	Unregistered (Summer) Student (8.6%)			25.8
Total Pay and Benefits				
	Director			1296
	Developer (lecturer)			821
	Developer (unregistered student)			325.8
Materials Costs				
Materials		Each/Pack	#	Total
	CDs		2	10
	DVDs		3	10
				30
Equipment Costs				
Equipment		Each	#	Total
	Hard drive		150	1
	Flash Drive		20	3
	Microphone		100	1
				100
*N.B. This budget is only an example. Types and number of participants will vary.				
The CLC has much of the equipment (video cameras, audio recorders, etc.) you are likely to need.				