Application for Upstate Institute Course Development Grants
Deadline: November 10, 2023

The Upstate Institute invites members of the faculty at Colgate University to apply for a course development grant to be administered by our office in partnership with the Office of the Dean of the Faculty. These grants support faculty seeking to give students course-based research experiences while addressing a community need identified through collaboration with a local not-for-profit or government agency.

Background
Formed in 2004 to foster linkages between the university and the community, the Upstate Institute promotes scholarly research that relates to the region's social, economic, environmental, and cultural assets. Institute projects promote community collaboration and civic engagement through the creation of knowledge and enhance community capacity throughout the region. Please visit the [Upstate Institute website](#) for examples of how the mission of the Upstate Institute has been implemented through faculty research in previous years.

Eligibility
The Upstate Institute welcomes proposals from faculty members from all divisions who hold tenure-stream and category I appointments or who are appointed as full-time visiting assistant professors or postdoctoral fellows at Colgate through the 2024-2025 academic year.

Course Development Grants

The UI supports two types of grants, a single instructor and team-taught course, described below. These grants include a faculty stipend as well as support for course-related expenses to develop a new or revised course that engages students in community-based research. These courses must have a community-based research component and include a substantive outcome for the community organization with which the students work and an opportunity for students to critically reflect on their experiences with community engagement. The awardee will have the opportunity to participate in a series of workshops with others who are developing courses with a community-based component. This "community of practice" will study and discuss the pedagogy of and best practices in Community Based Research, such as partner development, assessment, risk management, etc.

Single instructor: Community-Based Course
Single instructors receive a one-time stipend of $4000 to support the development of the community-based research component of the course. The proposed course may be new or a substantial redesign of a course the applicant has already taught. By accepting the grant, the applicant is expected to teach the proposed course two times in the four subsequent academic years.

Team-taught: Community-Based Course
Team-taught course instructors receive a one-time stipend of $1000 to support the development of the community-based research component of the course. Team-taught courses will be supported with a full load credit for each participating faculty member for their full participation in teaching, attending, grading, and participating co-curricularly in the course. This full load credit is available for the first two iterations only; instructors may reapply for full credit support

after the course has been taught twice. Otherwise, further iterations of the course may be taught for 1⁄2 credit per instructor.

Additional Information for All Course Development Grants
- The applicant may request funds of up to $4,000 from the Upstate Institute each of the first two times that the course is taught; these funds are meant to support course expenses such as local travel, supplies, equipment, or guest lecturers. The proposed budget for course implementation costs will be vetted by staff of the Upstate Institute in consultation with the Office of the Dean of the Faculty.
- The applicant will be expected to share the results of their course development work with others through various media, and should be prepared to work with the Upstate Institute on a public presentation of the results of the course each time it is taught.
- For team-taught courses, preference will be given to proposals that team faculty across divisions or in otherwise interdisciplinary pairings.
- If a course selected for an award is new to the curriculum, instructors must then submit it to the Curriculum Committee for approval.
- While not a requirement of the program, proposals that creatively combine interests in community engagement with the goals of other Colgate course development grant opportunities (eg: Bicentennial Program, COVE course development grants, and others) will be favorably considered.
- Members of the Upstate Institute Executive Board will review proposals. A list of members of the Executive Board is available here.

Application Process
Proposals can be made to the Upstate Institute as outlined in Faculty Development Council policies. The submitted proposal should be organized into the following subsections:

1. **Completed Cover Page ([available here](#))**

2. **Course Description** of the way in which the course will be carried out, including specific dates and locations for community-based project activities. Include a brief discussion of plans to assess the outcomes of the project and your plans for disseminating the results of the project to the Colgate community (examples include a public presentation or a blog).

3. **Statement** describing the community-based component of the course, and the community benefit that may result from the project. Specify a community partner(s) for the course where appropriate. For team-taught courses: briefly describe how a team-teaching model will help to achieve the community-based goals of the course. It also should include comments on the advantages of combining the two instructors' approaches, knowledge bases, and methodologies for the course.

 4. **Proposed budget,** including stipends and anticipated course expenses (if any). Allowances for *per diem* expenses and travel must conform to the [University travel policy](#). Faculty who are seeking funding for equipment, software, books, or instructional materials should first contact their department, program, or division or, when appropriate, the library, to inquire about existing budgets that may support similar requests.

5. **Brief Professional Resume(s)**, which includes a synopsis of your professional background.

6. **Funding History**: In this section, please describe your history of grant funding from Colgate sources for the past three years and other possible sources of funding for the project. You do not need to include divisional conference travel funding, but please do include all other Colgate (*e.g*. Faculty Development Council, Research Council, divisional faculty development, etc.) funding. With respect to expenses for your proposal, state what Colgate funding you have already pursued or secured and what—if any—alternate sources of outside funding you have pursued/secured.

7. **Proposed Course Syllabus** or course plan as an attachment.

Completed applications should be submitted electronically to Catherine Cardelús (ccardelus@colgate.edu) by Friday, November 10, 2023.