

Detailed Instructions for EUE Proposal

Submit the proposal as a single PDF attachment to eueproposals@siue.edu by the deadline. It is the applicant's responsibility to ensure the completeness of their submission. Please double check your application packet prior to submission. The application must include the following:

1. Cover page

Download the fillable PDF from the EUE proposal web page at <https://www.siue.edu/eue/application-process.shtml>

The required information includes:

- Project Title
- Project Director Contact Information
- Optional Contact Information for Project Co-Directors
- Course or Program to which grant will be applied
- Student Impact
- Priority rating (if submitting multiple proposals)
- Budget and Cost Sharing Summaries
- Prior (past 5 years) EUE Support info if applicable

2. Project Summary

Summarize your project. The summary must not exceed 500 words.

3. Proposal Narrative

The narrative section must not exceed six pages. Proposals must be written in language that can be clearly understood by non-specialists. The narrative should include sub-sections describing the current situation, the proposed project, and an evaluation and dissemination plan, followed by a separate and clear budget section.

a. *Current Situation*: Discuss the project in the context of its place within the existing curriculum or situation and present the need that the project would address. Briefly describe the segment of the student population that will be served by this project and provide an estimate of the number of students who will be affected by the project upon implementation. Finally, describe measures to be taken to support this project after termination of the EUE grant. This section should normally not exceed one page.

b. *Proposed Project*: Describe clearly and concisely the innovation or improvement that you want to make in the undergraduate course or curriculum, or in the wider context of undergraduate education. Describe how this innovation will improve the current status and how it will contribute to excellence in undergraduate education. Relevant literature (e.g. disciplinary and educational journals, meeting abstracts, proceedings, etc.) may be discussed in the context of the proposed project. Include in the proposal a clear timeline for work completion.

c. *Evaluation and Dissemination*: To evaluate the quality and impact of the project, identify measurable outcomes, and identify how outcomes will be measured in order to determine the project's effectiveness. Finally, describe how the results of this project will be disseminated to the University community and the discipline.

Budget and Budget Justification: For each budget category (Salaries, Student Wages,

Travel, Equipment, Commodities, Contractual Services, Operation of Auto, Telecommunications, and Awards & Grants), list the amounts to be expended, being as specific as possible in terms of items and costs. Provide a brief justification for each item.

Budgets must be prepared using the appropriate line items recognized by the State of Illinois (commodities, contractual services, equipment, salaries, etc.). State of Illinois budget rules categorize software and duplication or photocopying as contractual services; books, and manuals costing more than \$100 as equipment, and printing charges as commodities. Most items under \$100 should be listed as commodities. Funds for graduate assistants must be categorized as salaries, not student wages. You should also include amounts of any cost sharing that will occur for the project.

- 4. Biographical Sketch or CV for each Project Director and Co- PD:** The sketch might include educational background and career information, lists of publications, presentations, exhibits, etc., grants (internal and external), and experience relevant to the project or to curriculum development, in general. The sketch or CV must not exceed 2 pages per project participant.

5. Supporting Statements

Unit Support Statements from the appropriate Department Chair and Dean must accompany proposals. Support statements should be in the form of a memo indicating that the Chair or Dean has reviewed the proposal and is aware of the unit's role in support of the project. Any plan for unit cost sharing, if applicable, should also be addressed in this statement. Project Directors are encouraged to seek strong unit support statements from their Chair and Dean.

6. Results from Prior EUE Support (If applicable)

If the prospective Project Director (PD) or Co-PD has received support from EUE in the past five years, results from that support should be provided. Briefly describe the earlier project(s) and outcomes in sufficient detail to permit a reviewer to reach an informed conclusion regarding the value of the results achieved. A summary of the results of the completed work, and a list of publications and presentations that acknowledged the EUE award (do not submit copies with the proposal) should be included. Do not exceed 1000 words.

Also be aware that for any completed EUE-funded project, the Project Director must have submitted the "EUE Final Report" or no new grant will be awarded.

7. Optional Appendices

The EUE coordinator must approve the inclusion of appendices in advance of proposal submission. If approval is not granted prior to submission, the appendices will not be included in the application that is considered by the Review Committees.