Course Development Application Template

**Instructions**   
Please insert your own text between the [brackets]. When complete, please save the entire document as one PDF file before submission.

**Section 1. Project Details**

**Title of project**  
[Insert your title here]

[Your Name] [Your Department/Program]

[Name of course(s)]

[When the course will be offered]

[[Course Development Fund or Zander](https://www.bowdoin.edu/academic-affairs/teaching-advising/course-funding-internal-sources/course-development-fund.html)]

Please specify type(s) of support, amount of funding requested, and when the funds will be utilized.

|  |  |  |
| --- | --- | --- |
| **Type** | **Amount** | **Dates** |
| * Professional development to enhance your knowledge and skills for this course. (For example, pedagogy workshop in your field.) |  |  |
| * Professional development to enhance belonging, inclusion, equity, and/or accessibility for this course. |  |  |
| * Travel contributing to the development/design of course materials. (For example, going to archives or performances.) |  |  |
| * Travel to learn from other scholars or institutions. |  |  |
| * Purchase of materials and instructional aids\* (non-media). (Note: Purchased materials belong to the College.) |  |  |
| * Media project that could include travel, equipment, film festival participation, and student and invited speakers. ([Zander Fund Requirements.](https://www.bowdoin.edu/academic-affairs/teaching-advising/course-funding-internal-sources/course-development-fund.html)) |  |  |
| * Other. Please explain. |  |  |

\*The applicant should first check with their department about the availability of resources allotted directly to the department/program or through department/program funds for the purchase of materials, and should discuss such efforts in the proposal and budget**.**

**Abstract of the proposal**

[In 100 words or less, please summarize the project in non-specialist language.]**Section 2. Proposal Narrative**

No more than two pages in accessible language for non-specialist colleagues, using the following subheadings.

**a. The ideas, problems, or needs of this course**

[Insert your text here.]

**b. Anticipated outcomes in relation to student learning**

[Insert your text here. What will result from this funding? Please be as specific as possible.]

**c. Specific steps to be taken**

[Insert your text here. Describe how you will address course needs and reach the anticipated outcomes outlined in a and b above. Please give dates if possible.]

**d. Significance of the proposal and contribution to the existing curriculum**

[Insert your text here.]

**e. Relationship of the project to my ongoing development as an educator**

[Insert your text here. Please explain how this project builds on your previous work or takes you in new directions.]

**f. Previous awards from CoTCP**

[Insert your text here. A statement indicating the date and amount of previous course development award(s) received over the past six years. *A brief summary of the results of work supported by such prior funding is a prerequisite for additional funding.* Any relationship between previously funded projects and the current one must be described.]

**g. Other sources of funding (if relevant)**

[Insert text here. Please indicate if you have applied for outside funding, if applicable.]

*[End of project narrative. This section should be no longer than 2 pages.]*

**Section 3. Budget and Rationale**

Information relevant to arriving at your budget:

*Examples of types of expenses*:

* Food and lodging1
* Transportation2 (airfare, bus, train ground transportation (taxi, metro, etc.), car rental)
* Mileage ([personal vehicle mileage reimbursed at 67 cents per mile](https://www.bowdoin.edu/finance/accounting/index.html))
* Materials and Supplies3
* Stipends
* Registration fees
* Subscription fees

1 Maximum budget for food and lodging for days that include an overnight stay is $300; maximum budget for food for full days without an overnight stay (travel days) is $50. To determine budgets for Hotel and Meals,consult the [GSA domestic](https://www.gsa.gov/travel/plan-book/per-diem-rates) and [State Department foreign per diem](https://aoprals.state.gov/web920/per_diem.asp) rates. Rates may not exceed $300 for meal and lodging costs. Bowdoin College has selected Direct Travel as its exclusive travel agency to provide air travel services, car rentals, hotel reservations and rail services for faculty and staff.

3 The applicant should first check with their department about the availability of resources allotted directly to the department or through department funds for the purchase of materials and should discuss such efforts in the proposal. Materials purchased through the grant become the property of the College unless other arrangements are made and authorized by the Committee, with the following exception. The purchase of books, DVD's, etc., that would become the property of the applicant should be justified in terms of the project.

*Rationale*: Please be specific about the reasons for the components of your funding request and the benefits you expect to attain for your class(es). For example, if you request funding for 3 days of archival research, please explain why three days is an appropriate amount of time. If you request funding to attend a conference on pedagogy, please explain what aspects of your classes you expect to revise based on the conference and why you expect them to benefit from this revision.

Please insert the type of expense, amount and rationale into the table below4. Please round off figures to the nearest $10 when submitting your budget.

|  |  |  |
| --- | --- | --- |
| Type of Expense | Amount | Rationale |
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|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

TOTAL=

*4Excel Calculator (optional, if helpful)*: We've created [THIS linked excel table](https://www.bowdoin.edu/academic-affairs/pdf/cotcp-calculating-travel.xlsx) to help you calculate your budget for travel and expenses: when you enter amounts into the highlighted cells, the totals will automatically populate.