

## NMU Curriculum Development and Instructional Improvement Proposal Evaluation Form

Members of the review committee will complete the following information for each internal NMU proposal submission:

**Title of project:**

Principal Investigator:
Discipline/Department:

**Eligibility:** All full-time faculty on term, continuing, tenure track, and tenured appointments are eligible.

**Applicant eligible:**                    Y                     N

Topic/Detail	Points received	Points possible	Comments
<b>1. Required proposal components—Are all components present?</b>			
• Received department head and dean approval		4	
• Project abstract		4	
• Project narrative (all components addressed)		4	
• References cited		2	
• Budget and justification		2	
• CVs (2 pages)		2	
• Letters of support (if applicable)— See requirements listed below		1	
• IRB/IACUC (if applicable)		1	
<b>TOTAL Required components</b>		<b>20</b>	
<b>2. Statement of purpose</b>			
Does the project qualify as scholarship as CD or II projects? (see Purpose, below)		5	
Is the project clearly defined with appropriate rationale?		5	
Are the goals clearly stated and objectives measureable and achievable?		5	

Topic/Detail	Points received	Points possible	Comments
Is the scope of the question(s) or project manageable within the timeframe and context of the study?		5	
<b>TOTAL Statement of purpose</b>		<b>20</b>	
<b>3. Impact/Significance of project</b>			
Does the project suggest a novel approach to addressing a problem/need?		7	
Does the project suggest a clear benefit to departmental curriculum and/or student instruction (student impact is required)?		8	
<b>TOTAL Impact/Significance</b>		<b>15</b>	
<b>4. Methodology</b>			
Are the project design/argument of the study, methods of data collection, and analysis feasible (given timeline) and appropriate to the aims of the project?		10	
Are the proposed methods delineated and the rationale for the methodology clearly stated and supported?		10	
<b>TOTAL Methodology</b>		<b>20</b>	
<b>5. Personnel</b>			
Qualifications - Does the track record (background/previous studies) of the Investigator(s) indicate they have the expertise to conduct this study? (as demonstrated in the curriculum vitae and the proposal narrative)		5	
<b>TOTAL Personnel</b>		<b>5</b>	
<b>TOTAL POINTS</b>		<b>80</b>	

### Purpose

**1. Curriculum Development Grants** are intended to support efforts at the departmental or inter-departmental level and focus on modifications, advancements or improvements in the curriculum. Proposals must clearly demonstrate how the proposed work exceeds those curriculum development activities normally expected from an academic unit to adequately justify additional funding.

**2. Instructional Improvement Grants** are intended to support projects that offer one or more faculty members the opportunity to improve their instructional skills, implement new teaching methodologies, or develop innovative materials. Course development for international courses are included in this category.

### Requirements:

#### **Curriculum development proposals require:**

- Departmental Statement: This statement should be prepared and signed by the departmental curriculum committee. It should contain a statement of how the proposed project would relate to the mission of the department.
- Approvals: If release time is requested to be absorbed by the department, the application must include a letter of approval signed by both the department head and appropriate dean.

#### **Instructional Improvement proposals require:**

- Approvals: If release time is requested to be absorbed by the department, the application must include a letter of approval signed by both the department head and appropriate dean.