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Instructions for Submitting an EUE Proposal Online

Beginning in the FY2015 cycle, EUE proposals are submitted online using a form submission system. Some of the information will be submitted through the form by typing information into fields; the rest is uploaded as files (Word or PDF). Supporting statements are required from the Department Chair and Dean of the Project Director's (and co-directors) unit(s). You should not submit your online application until those support statements are available for inclusion in the online application materials. Specific information for each section of the online proposal form is provided below. Contact the EUE coordinator to receive a link to the online application form (wnelson@siue.edu)

Section 1: Proposal Information

This section of the online form replaces a "cover page" with fields to be filled in by the person submitting the proposal. 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
- Priority rating (if submitting multiple proposals)
- Budget and Cost Sharing Summaries

Section 2: Proposal Narrative, Budget, and Supporting Documentation

The bulk of the proposal is submitted in this section, including a project summary, a file containing the project narrative and budget justification, a summary CV or biographical sketch for the project director/co-director(s), and optional appendices. Preparation of the necessary information for each of these elements is described below.

Project Summary: Provide a project summary by typing in information that summarizes your project (or copy from a word processing file and paste into the field). The summary must not exceed 2500 characters. Note that if text is pasted text into the field, the information is truncated at 2500 characters and no warning is given that the text was truncated.

Proposal Narrative: To upload the narrative, click the grey area or drag and drop a file that contains your proposal narrative and budget (with justification). Please assure that the file is a Word document or PDF file. Other file formats will not be accepted. The narrative section must not exceed six double-spaced pages (3 lines per inch) with a standard-sized font. Pages should have 1-inch margins and be numbered consecutively. 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 double-spaced 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. This information should be included as part of the file containing the proposal narrative that was uploaded to the online application system. Information in the budget and budget justification is not included in the page limit for the proposal.

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 may also include amounts of any cost sharing that will occur for the project. Project Directors may wish to contact the EUE Coordinator for questions regarding the preparation of the proposal budget.

Biographical Sketch or CV: To upload your biographical sketch or CV, click the grey area or drag and drop a file that contains a 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. Information will be truncated for any files that exceed the 2-page limit.

Optional Appendices: The proposal may include optional appendices that are uploaded as a single file by clicking the grey area under the Optional Appendices section, or dragging and dropping a file that contains the additional information. Only one file is allowed, but it may contain multiple pages of documentation explaining the project in more detail. 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.

Section 3: 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 Director's are encouraged to seek strong unit support statements from their Chair and Dean.

Submit support statements (one from the Chair and one from the Dean) by clicking the appropriate grey area and selecting the file for upload, or drag and drop a file to the appropriate area. Please assure that the files are in Word document or PDF formats. Other file formats will not be accepted.

Section 4: 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. Enter the name of the project director, project number, amount, and period of support into the fields provided. Then, 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 typed into the field provided (or pasted from a word processor). There is a limit of 5000 character for this summary. Note that when text is pasted into the field, the information is truncated at 5000 characters and no warning is given that the text was truncated. 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. Additional information about prior support may also be uploaded by dragging a file to the grey area under the Additional Information section.

Section 5: Electronic Signature

The final section of the online application form requests an acknowledgement that the person identified as the Project Director with the Faculty ID number entered into the application form is the person submitting the proposal. This amounts to an "electronic signature" for submission of the proposal.