Writing Across the Curriculum

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Submission Requirements: WAC Capacity and Curriculum Grants

Project Summary (no more than 150 words).

Briefly describe your team's project, including its exigence, aims, and potential impact. What learning and/or resources will your efforts create, and how can your unit leverage the results to support faculty in multiple courses in improving their teaching related to writing in the unit?

Also include the names (indicate **one** principal investigator or PI), Mason emails, titles/positions, and both College and Department of all key participants, including a department or division staff member who will be responsible for supervising the disbursement of grant funds. (Note: The person responsible for disbursing the funds is typically **not** the PI or your College/Department's Chief Business Officer. Rather, this is your financial point-of-contact and someone who handles EPAF submissions, P-card purchases, etc. Sometimes there is more than one person who will need to help manage the finances for your grant.) (Does not count toward your 150 words.)

Narrative (no more than 750 words)

1. Exigence: Identify the key opportunity, need, or challenge(s) your project seeks to address. Please include information that helps to contextualize this exigence.

2. Project: Describe your project and how it seeks to leverage this opportunity or address this need or challenge. Include information about any work or resources already invested in the project. How will the project address calls for intentional and sustainable writing instruction in the major through alterations to course content, assessment practices, curriculum alignment, course management, and/or pedagogical strategies for student learning. Your plans should support the *integration* of outcomes for writing in the major rather than isolated elements of a course or curriculum.

3. Outcomes: List two or three intended outcomes for the proposed *new* effort during the grant period. You may also include long-term goals to help contextualize the outcomes. Identify any faculty groups, courses, programs, or curricular pathways that you intend to have significant impact on. Describe what feedback, resources, and/or leadership capabilities will result from this new effort, and how they will continue to "ripple out" to future instructors.

4. Implementation: What is your timeline for designing, engaging with, and/or piloting this project? What steps or stages will the project involve, and who (actual/estimated) will be involved with each?

5. Support: How can WAC support your project? What expertise or resources can WAC staff provide to help you move your project forward?

Letter(s) of support from chair(s) and/or dean(s)

For each unit involved with the grant proposal, provide a short support letter, from either the department chair or the dean of the unit (or another appropriate individual in your unit administration), that addresses the desire for a project like this one and their support for sustaining this kind of resource or programming in the future.

Budget

Provide a budget breakdown which details costs for each item and the appropriate Org number where we will transfer the funds. Capacity-building grants can be requested for up to $2500 total ($500/person), and course or curriculum grants can be requested for up to $5000 total ($1000/person). For any stipend, please calculate any required fringe costs that will need to be paid out of the grant monies (the Fringe rate for stipends/"Special Pay" is 7.2%, unless you are employed at Mason Korea where the fringe rate is 18%).

Please also indicate that you have checked with a finance staff member in your unit to ensure that the participants you plan to support are eligible for any stipends you plan to disburse.