



Writing Across the Curriculum

George Mason University

wac.gmu.edu | wac@gmu.edu

Project Proposal Instructions

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?

Project Administrative Information

This information will also be required on the online form:

Project Participants:

- a) Full names of all key participants (indicate one Principal Investigator)
- b) Mason email addresses
- c) College
- d) Appointment status (full-time/part-time)

Note: Confirm with your Financial Point of Contact that faculty are eligible for the proposed stipends.

Financial Point of Contact (FPOC):

- a) Name, Mason email, and title/position
- b) This should be a department or division staff member responsible for supervising the disbursement of CTL funds (e.g., someone who handles EPAF submissions, P-card purchases, etc.)

Note: The FPOC is typically not the PI or your College/Department's Chief Business Officer. Multiple staff members may share these responsibilities.

Organization Information:

Organization Number (Org #) of the PI's unit

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



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outcomes for writing in the course or major rather than isolated elements of a course or curriculum.

3. Outcomes: List one to three intended outcomes for the proposed *new* effort during the funding cycle. 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 start and/or move your project forward?

Letter(s) of support

For each academic unit involved in the CTL Extended Project proposal, provide a brief letter from the department chair, dean, or another appropriate unit administrator. The letter should address:

- a) The need for a project of this kind.
- b) Support for sustaining this resource or programming in the future.

Note: Include all letters in your single PDF submission.

Budget

Review the details below carefully and use [the budget tool](#) to complete your budget proposal.

- See the first tab of the budget tool for detailed guidance on how to use the tool.
- Download the tool from our website to begin using it.
- Complete your proposed budget.
- Upload your excel file to the online form in Question 12.
- If you run into any difficulties with the budget tool, please reach out to stearns@gmu.edu and we will provide assistance.

Faculty stipends

- Up to \$1000 per faculty member per semester.



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- **Fringe costs** must be calculated and paid from CTL fund monies. Check George Mason University's [Fiscal Services website](#) for the current rate. Faculty special pay uses the "wage" category.
 - o *Example (2025–2026 rate of 7.4%):* If you budget \$1,000 total, fringe is subtracted from that amount. You would receive \$931.11 in pay, with \$68.89 allocated to fringe (total: \$999.89).
- Stipends must be distributed evenly across regular paychecks during the funding period. Expect a 2–4 week lag before the first payment.
- Verify with your FPOC that faculty are eligible for the full award.