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|  | **Virtual Exchange Course Development Grants**  **Proposal Check List** |

* Proposals are due by 5:00 PM on Friday, March 19, 2021.
* Electronic submissions are required and should be sent to [grants@global.rutgers.edu](mailto:grants@global.rutgers.edu).
* Save your file as LastNameFirstName\_VirtualExchangeGrant (i.e. SmithJohn\_VirtualExchangeGrant).

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| Proposal Requirements  *Please assemble proposal in the following document and convert it into a single PDF file.* | |
|  | Proposal Check List |
|  | Completed and fully-signed proposal cover sheet, including a summary/abstract of the proposed course. *NTT faculty will need to provide a letter from their Dean, Chair, or Director stating support for the proposal, and that it is expected that the applicant is in a position which will be renewed for the duration of the grant period, 2021-2022.* |
|  | Course description (2 pages maximum) that includes:   * a list of proposed activities; * a draft syllabus/timetable; * and a brief description of learning outcomes. |
|  | List of participants from Rutgers and the partner institution. |
|  | Two-page CV for each principal applicant at Rutgers and the partner institution. |

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|  | **Virtual Exchange Course Development Grants**  **Application Cover Page** |

Course Title

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Rutgers Faculty

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| Name |  |
| Title |  |
| Tenure Status | Tenured  Tenure-Track  NTT (additional documentation required; see checklist) |
| Dept/Unit |  |
| School |  |
| Campus |  |
| Email |  |
| Phone |  |
| Campus Mailing Address |  |
| Signature |  |

Department Chair or Program Director

|  |  |
| --- | --- |
| Name | Signature |

Dean of the School

|  |  |
| --- | --- |
| Name | Signature |

Partner Faculty (Please complete this section if you have already identified a partner.)

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Institution |  |
| Country |  |

Please provide a brief explanation about the suitability of this faculty for collaboratively designing and delivering this course with you, and indicate any past interactions you have had with working together.

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Please complete this section if you have ***not*** identified a partner. If selected, Rutgers Global will assist you in identifying a potential partner.

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| Disciplinary Training |  |
| Institution (if applicable) |  |
| Country/Region (if applicable) |  |
| Language of instruction (other than English) |  |
| Country |  |

Future Study Abroad Program

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| If selected, would you be interested in developing this course to include a study abroad component? | Yes  No |

Please attach a detailed and concise description of the proposed course, activities, and learning outcomes (2 pages maximum).