# Course Development Proposal Title

**Course**: Course Number, Course Name

**Enrollment**: Current, Projected

**Primary Investigator**: Name, email, department

*Primary investigators need to be full-time faculty (e.g., tenured, tenure-track, collegiate faculty, professor of practice, etc.)*

**Collaborators**:

*University employees of any rank can be collaborators on the grant as well as undergraduate and graduate student employees.*

* Name, rank, *department (if different from PI)*

## Work to be Done

*In 2 to 3 sentences, give a summary of your proposal in layman’s terms*

## Background

*In 500 words or less describe the learning gap that the proposal will explore including whether data-driven exploration has already been conducted on this topic. Please include an explanation of the merit or need for a data-driven exploration compared to other interventions or instructional strategies.*

## Methodology

*In 1000 words or less describe the exploration methodology including the following: research question(s), hypotheses, variables of interest, control variables (if appropriate), proposed data collection instruments (e.g., manual, automatic, surveys, observation, etc.), anticipated outcomes, and impact to the institution.*

### Hypotheses

### Variables

### Data Collection and Instrumentation

### Anticipated Outcomes

### Impact to the institution

## Alignment to 4-VA

*In 1000 words or less, please explicitly describe how the proposal 1) increases opportunities and enhances the success rate of students in science, technology, engineering, and mathematics (STEM) courses and programs 2) define instructional models, including related instructional costs and benefits 3) expand access for all Virginians to programs, preparing them for rewarding careers 4) increase research competitiveness.*

## Project Management and Projected Timeline

*Project management should include the task description, timeline and the roles of each team member for the full 2-year commitment.*

| Description of task | Time frame | Team member involvement |
| --- | --- | --- |
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## Dissemination Plan

*Dissemination is expected to be an important project component. To be competitive for funding, projects should have a defined dissemination plan for the 4-VA community such as ongoing project updates, dissemination of findings (e.g., via a broadly accessible online media platform) as well as the broader higher education community. A bullet point list is recommended.*

## Budget

* *Please provide a detailed budget breakdown using the sample budget below*
* *Note that 4-VA funds cannot be used to pay student tuition. However, they can be used to pay stipends of graduate students who are already on an assistantship, or wages for graduate/undergraduate students involved in the proposed project.*

| **Category** | **Amount** | **Justification** |
| --- | --- | --- |
| Salaries |  |  |
| PI Salary |  |  |
| PI Fringes |  |  |
| Graduate Student Wages/Stipend |  |  |
| Undergraduate wages |  |  |
| Undergraduate fringes |  |  |
| Materials |  |  |
| Travel |  |  |
| Publication Costs |  |  |
| Etc. |  |  |
|  |  |  |
| **Total** |  |  |

## Additional Sources of Funding

*If applicable, please let additional sources of funding including any other VT grant resources such as Pathways (General Education), First Year Experience, Center for Teaching and Learning, University Libraries, etc.*

## IRB Approval

*Depending on the dissemination plan, your proposal may require IRB approval. Use the IRB* [*review flowchart*](http://www.irb.vt.edu/documents/Activities%20Requiring%20Approval.pdf) *to determine the need for IRB approval.* Please indicate if you **have** IRB approval, **will obtain** IRB approval or **justification of exemption**.

## References

## Attachments:

* Copy of original syllabi for the course
* Governance approval (if applicable)
* Signed Department Support Letter