



## Introduction

*The Collegium invites proposals for new or existing projects that further the goal of narrowing the gap between teaching and research at Berkeley.*

For an existing project, grant funds should not be viewed as replacement funding, but rather should be targeted for expanding or improving (e.g., adding a new component) the project. The focus is on undergraduates, but proposals may incorporate graduate and postdoctoral students if relevant.

The Collegium aims to fund up to 5 projects of up to \$15,000 each over a one- to two-year grant period (depending on the nature of the project). More grants may be funded if budgets are under the \$15,000 maximum. Strong budget justification is needed. The next grant period will begin at the start of the Fall 2021 semester.

You may find it helpful to view all application questions here before starting this application. ***If you need to leave the survey before you have finished it, you can return to where you left off as long as you return to the survey in the same browser and within 2 weeks.***

Applications **must be received by the end of the day on Monday, March 29, 2021**. Please email Leslie Harlson at [lharlson@berkeley.edu](mailto:lharlson@berkeley.edu) with any questions.

## Applicant Information

Name

Department

Email address

Do you have additional co-applicants?

Yes

No

## **Second co-applicant**

Co-applicant Information

Name

Department

Email address

Do you have additional co-applicants?

Yes

No

## **Third co-applicant**

Co-applicant Information

Name

Department

Email address

## **Narrative Description**

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**A brief, descriptive title of the project**

### **Description and rationale of the project (no more than 500 words)**

*What does the project involve? How will it integrate teaching and research? How will it improve upon, or expand, undergraduate research opportunities? What staff are needed to implement the project? What would be their precise roles? Please keep your narrative as succinct as possible.*

### **Learning outcomes and impacts (no more than 400 words)**

*What are the key learning outcomes you hope for students to achieve through their participation in your project? What concrete skills and experiences will undergraduates get out of the project? Will there be substantial writing and/or oral communication components for the undergraduate students? If so, please describe. Are there longer-term outcomes and impacts? How many students will likely be impacted? How deeply will students be impacted? How will you assess your learning outcomes and impacts?*

### **Timeline (no more than 300 words)**

*What is the timeline of the project? What is the timeline for assessment of learning outcomes and impacts of your project?*

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# Proposed Budget

Applicants are responsible for accurately estimating the cost of materials as well as payroll expenses for project staff. A lump sum (full or partial award) will be approved based on the submitted budget. Note: if any budget items are calculated incorrectly or adjustments are needed, your unit or department will be responsible for the additional costs. To ensure that the budget information is complete and accurate, it is helpful to meet with your departmental business officer before submitting your application.

Total cost of the project

Total amount requested (up to \$15,000)

**Please upload a budget (PDF, Excel or Word format) that includes the following information:**

**1. Personnel:** Total cost of personnel requested Include the following for each person listed: Anticipated payroll title and step Salary rate (monthly or hourly) Percentage of time and duration or total number of hours on the project Total payroll costs for the project (when appropriate, include the amounts for employee benefits, including GSHIP).

**2. Materials requested** Total cost of materials requested Itemize all materials for which you are requesting funds (e.g., incentives for students, duplication of materials, room rental, refreshments, travel expenses, etc.) and delineate the approximate cost of each.

NOTE: If your proposed project will cost more than the \$15,000 limit for this grant, please specify other funding sources (e.g., departmental) and amounts.

## **Grant Administration**

Departmental business officer or fund administrator name

Position

Phone number

Email address