

REQUEST FOR PROPOSAL

CPS - Continuing Education Development Grants

SUMMARY:

The College of Professional Studies Continuing Education office exists to connect CPS with school districts, agencies, business and industry, organizations, and professionals throughout Central Wisconsin.

Beginning in October 2004, the CPS Cabinet approved the use of CPS-Continuing Education carry-over funds to provide competitive grants to CPS faculty/staff to encourage them to consider ways to facilitate new partnerships and enhance CPS-CE course offerings to external and non-traditional audiences.

PURPOSE:

Under this Request for Proposals, CPS-CE invites CPS faculty and staff to apply for funding that will support the creation and further development of programs and/or courses for graduate and non-traditional audiences. Preference is given to proposals that create partnerships with school districts, agencies, business and industry, and professional groups. The desired outcome is for enrollment in these programs/courses to be the result of partnerships vs. mass marketing.

CRITERIA:

As a guideline, applicants may request a maximum award of \$3000 (\$1000 per credit if submitting for a course). The first half of the funds will be paid when the grant is awarded. The second half will be paid when the course is offered or when findings are submitted. Funding is contingent upon available carry-over funds.

Proposals may include faculty stipends for program/course development (research, D2L training, etc.) consultant fees, travel, honoraria, and/or student/LTE assistance.

NOTES:

- *In order to provide continuity and student support in the delivery of our courses and programs, UWSP CPS Continuing Education may request permission to access D2L files for courses funded through this grant program.*
- *These grants are not intended for traditional, on-campus, undergraduate funded courses/programs offered during the academic year.*

Interested faculty/staff **must** consult with and receive endorsement from their department head. Please feel free to consult with CPS-Continuing Education staff prior to submission.

Submit signed proposals to CPS-Continuing Education in CPS 100

All proposals are reviewed by CPS-CE staff and the CPS Cabinet.
Final funding decisions are made by the CPS Cabinet.

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Name:

1. What course/program are you proposing?
2. Please identify the partner and outline your communication regarding this effort.
3. What need is being met by offering this course/program?
4. Please describe demand for this course/program (include short-term, long-term).
5. Describe and comment on the budget for the funds you are requesting.

Signature _____ Date _____

Department Head Signature _____ Date _____