**Penn State Strategic Planning: Seed Grant Opportunities**

**Cycle 4, January 2019**

**Steering Committee for Transforming Education**

**Guidelines for Preparation of One-Page Concept Papers**

As co-chairs of the Transforming Education Strategic Theme Steering Committee, we are very interested in encouraging submissions during the next funding cycle that advance strategic Penn State pedagogical and academic initiatives that foster the transformation of education. If you would like input from the Steering Committee prior to submitting a proposal in the Transforming Education category for the next round of reviews, we invite you to submit a one-page concept paper outlining the focus and priorities that will form the basis of a potential full submission. The deadline for the next round of proposals will be January 31st, 2019 at 11:59 p.m.

**Guidelines**

The Concept Paper should be prepared according to the outline below and must be no longer than a single page.

1. Name of author of proposal, department or campus, and email:
2. Title of proposal:
3. The concept: In a paragraph of about 100-150 words, summarize what you propose to do and how the proposed project would transform education at Penn State rather than presenting a project that falls within the scope of work traditionally carried out in colleges/campuses/departments. For example, curriculum development is important, valuable work; however, this would be considered work that should be carried out within the existing structures of the university. Curricular innovations that are limited to a single course or academic unit are generally better suited for other funding sources. That said, the committee would consider a localized project that transforms education if the proposal can illustrate how the work would serve as a pilot project with a plan for how it would be extended. Examples of proposals that have been funded to date can be found at <http://strategicplan.psu.edu/funded-initiatives/>.
4. Implementation: In a paragraph of about 100-150 words, indicate who your Penn State partners in this project will be. Note that the criteria that will be used to rate full proposals refers to involving partners from more than one college, campus, or unit, and to involving multiple collaborators. Who would they be, and have they committed to working with you if the proposal is successful? Do you have the necessary commitments of other resources, if the proposal is funded? For example, if faculty release time is needed, have the faculty member and appropriate administrator agreed to the release, if the proposal is funded? If you are proposing an event that requires space or facilities, do you have confirmation that the venue will be available? (etc.).

**Process and timeline**

If you would like input from the Steering Committee prior to submitting a proposal in the Transforming Education category for the late January 2019 proposal deadline, email your document prepared according to the above guidelines to the committee’s administrative coordinator, Judy Wills ([jcw25@psu.edu](mailto:jcw25@psu.edu)) by 5:00 p.m. on **Friday, October 26, 2018**.

* We will dedicate our next Transforming Education Steering Committee meeting to focus solely on providing feedback on potential submissions. The meeting will be held Monday, November 12, 2018, 3:30-5:00 in 404 Old Main. If you are available to attend the meeting, please hold this entire time slot to give us the most scheduling flexibility. We also encourage you to stay for the whole meeting to hear concepts being proposed by other groups.

On or before November 1, the Steering Committee will collect RSVPs for your planned attendance at the November 12 meeting to receive feedback on the concept paper. Remote attendance will be offered.

If you are not available to attend the meeting, you will be provided with written feedback.

* In addition, the Transforming Education Strategic Theme Steering Committee has established a number of working groups. (Matrix is available at this [link](https://psu.box.com/s/d8v0e680doismewvus6i27zh3m729dgx).) If your proposal falls within the area of exploration of a working group, we encourage you to consult with the leads of that group for additional input into how your idea might align with the strategic priorities being explored through the working group. This conversation can take place at any time during the proposal preparation process.

We strongly encourage you to use this opportunity to get preparatory feedback before you create a detailed proposal. However, please be assured that submitting a concept paper is not a requirement: proposals may be submitted for the next proposal cycle deadline without submitting the concept paper earlier.

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