

# Students First Campus Grants Application Directions and Preview of Required Information

1. Read these directions and gather any required documents before beginning.
2. Download the Budget Form, which you are required to fill in and submit later.
3. Once you have gathered all required documents and reviewed the required information, click the **START APPLICATION** button.

The screenshot shows a web browser window with the URL <https://shib.axiommentor.com/pages/instTools/app/apply/viewCat.cfm?catID>. The page header includes the Farmingdale State College logo and navigation tabs: Home, Portfolios, Faculty Reporting, Applications, Applied Learning, Institutional Tools, and Docs. The main content area is titled "Applications" and features a sidebar with "Submissions", "Review", "Manage", and "Admin" options. The main heading is "Students First Campus Grants Application 2018 Category #2: Co-curricular Activities Outside of the Classroom". Below this, the deadline is "02/16/2018 5:00 PM EST". A "Directions" section contains an "IMPORTANT!" notice: "BEFORE YOU BEGIN, READ THE DIRECTIONS AT [www.farmingdale.edu/ctit/sfcg2018directions.pdf](http://www.farmingdale.edu/ctit/sfcg2018directions.pdf)". A table lists a file named "SFCG Budget Form" with a size of "12 K" and a date of "01/12/2018". At the bottom, there is a "Start Application" button. Three red callout boxes with arrows point to these elements: "1. READ THE DIRECTIONS FIRST" points to the Directions section, "2. DOWNLOAD THE BUDGET FORM" points to the SFCG Budget Form file, and "3. CLICK START" points to the Start Application button.

Farmingdale State College: Karen Gelles | Help

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Students First Campus Grants Application 2018 Category #2: Co-curricular Activities Outside of the Classroom

Deadline: 02/16/2018 5:00 PM EST

Directions

**IMPORTANT!** BEFORE YOU BEGIN, READ THE DIRECTIONS AT [www.farmingdale.edu/ctit/sfcg2018directions.pdf](http://www.farmingdale.edu/ctit/sfcg2018directions.pdf)

Name	Size	Dated
SFCG Budget Form	12 K	01/12/2018

Start Application

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# The Main Application Page

**4. Click the EDIT button to fill out required application info**

**A red asterisk indicates a required field or file.**

**5. Complete BOTH Questionnaires. Previews of all questions are attached to these instructions.**

**6. Click UPLOAD to upload the required Brief CV and SFCG Budget Form. You may also upload quotes and other supplemental materials.**

**7. Click ADD to add the name and email address of your Chair so they can do the required electronic approval**

**Directions**

Name	Size	Dated
SFCG Budget Form	12 K	01/15/2018

Application is Complete Cancel/Delete this Application

**Application Information**

Edit

- \* Applicant Name: Karen Gelles
- \* Applicant Title:
- \* Applicant Email: gelleska@farmingdale.edu
- \* Applicant Phone:
- \* Title of Project:

Please complete these questionnaires before submitting your application:

- Questionnaire **Not Complete**
- Category 2 Questions **Not Complete**

**Requested Documents**

- Brief CV (1) \* Upload
- Quotes for services, equipment, travel, etc. Upload
- SFCG Budget Form (1) \* Upload
- Supplementary Materials Upload

**Chairperson: 1 Required**

Add

Name	Institution	Email	Received Indicator
No Letters Found			

# The Questionnaires

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**Applications**

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**C2 Questions**

Type: Standard  
Anonymous: No

Add/Edit Answers

**\* Describe Proposed Activity**  
Provide a description of the proposed activity and its relation to the academic mission of the College. The description must be written in a manner understandable by those in different disciplines. Applicants must first identify the proposed activity. They must also explain how it is related to, and intended to supplement and enhance, student learning area (e.g., general education field, course, major, minor, certificate program) or related career field. **15 pts. 300 words max.**

**\* Target Population**  
Provide a description of the target student population and the number of students likely to partake of the proposed program. If a student-faculty research endeavor is proposed, the number of participating students (and their backgrounds/credentials if possible) should be identified. Note also that if the research project will involve human subjects, it must undergo IRB review prior to the implementation of project assessment. Be sure to refer to the guidelines located at the conclusion of this packet. **10 pts. 200 words max.**

**Click ADD/EDIT ANSWERS to answer each question.**

**\* Project Potential**  
Describe the overall potential of your project to improve student engagement, retention and academic success. **10 pts. 200 words max.**

Answer:

Please adhere to word counts.

You can type your answers in the textbox provided, or you can copy and paste text into the box. You can add formatting, bold text, bullets, etc., using the built-in features.

**Do you anticipate that your proposed project will require IRB approval prior to implementation?**

Options:  Yes  No  Not Sure

**Click SAVE ANSWER after all questions in each Questionnaire are complete.**

Save Answer Skip Question Cancel

# To Submit When Application is Complete

Submissions

Review

**Students First Campus Grants Application 2018 Category #2: Co-curricular Activities Outside of the Classroom**

Deadline: 02/16/2018 5:00 PM EST

Back

**Directions**

Name	Size	Dated
SFCG Budget Form	12 K	01/15/2018

Application is Complete Cancel/Delete this Application

**Application Information**

**When you are done, click "APPLICATION IS COMPLETE" TO SUBMIT. You will have to contact gelleska@farmingdale.edu to undo this.**

### **Previous Experience Teaching Course**

Describe your previous experience teaching the target course or courses at FSC or elsewhere (including how often they have been offered at FSC, current pedagogy, recent evaluation or assessment results, discussion of its limitations in terms of student learning. **5 pts.** 250 words max.

### **Describe Proposed Pedagogy**

Describe the proposed pedagogy (citing literature or other references as appropriate); the instructor's previous experience (if any) with the new pedagogy; and the instructor's rationale as to why the pedagogy promises to improve student learning. **15 pts.** 300 words max.

### **Target Population**

Describe the target student population, and why the population is appropriate. Also, describe the ideal number, as well as maximum number, of students to be enrolled in your course or learning community. Please be sure to consult with your Chair or Dean on this important matter, and be sure that they approve of the proposed maximum number. **10 pts.** 200 words max.

### **Statement of Objectives and Outcomes**

Provide a statement of the project's objectives and anticipated outcomes or results. In particular, how will the course enhance or impact student engagement and learning? **15 pts.** 300 words max.

### **Work Plan and Timetable**

Provide a work plan and timetable for course development and enhancement over the 14 month (max) funding period. **10 pts.** 200 words max.

### **Proposed Schedule**

Provide a proposed schedule (semester and year) for offering the enhanced course or learning community. Note: a grant recipient must offer the revised course at least once during the 2018-19 fall-spring academic year. The applicant is also committed to offering this engaged-pedagogy at least two more times during the subsequent five years. **10 pts.** 200 words max.

### **Assessment Plan**

Provide a plan for assessment of the pedagogy and evaluation of student learning gains. Identify and describe at least two assessment strategies or techniques that you will use. **10 pts.** 200 words max.

### **Dissemination Plan**

Provide a dissemination plan for sharing results of this experience with an audience outside of FSC. **5 pts.** 150 words max

### **Detailed Budget Narrative**

Provide a narrative description of each item in your budget form. You will be able to attach quotes or other evidence of costs of items later. Be sure to adhere to the guidelines in Appendix A of the Grant Announcement, *Budget Guidelines*. **10 pts.** 300 words max.

### **Project Potential**

Describe the overall potential of your project to improve student engagement, retention and academic success. **10 pts.** 200 words max.

Do you anticipate applying for the supplemental fund of up to \$500 to support course activities such as field trips, films, guest speakers, etc.?

**Options:**     Yes  
                  No  
                  Not Sure

Do you anticipate that your proposed project will require IRB approval prior to implementation?

**Options:**     Yes  
                  No  
                  Not Sure

### **Describe Proposed Activity**

Provide a description of the proposed activity and its relation to the academic mission of the College. The description should be written in a manner understandable by those in different disciplines. Applicants must first identify the proposed co-curricular activity. They must also explain how it is related to, and intended to supplement and enhance, student learning in an academic area (e.g., general education field, course, major, minor, certificate program) or related career field. **15 pts.** 300 words max.

### **Target Population**

Provide a description of the target student population and the number of students likely to partake of the proposed activity or program. If a student-faculty research endeavor is proposed, the number of participating students (and their names and backgrounds/credentials if possible) should be identified. Note also that if the research project will involve participation by human subjects, it must undergo IRB review prior to the implementation of project assessment. Be sure to read about IRB guidelines located at the conclusion of this packet. **10 pts.** 200 words max.

### **Statement of Objectives and Outcomes**

Provide a statement of objectives and anticipated outcomes, indicating how the proposed co-curricular activity will enrich student learning. **15 pts.** 300 words max.

### **Assessment Plan**

Provide a plan for assessment of the pedagogy and evaluation of student learning gains. Identify and describe at least two assessment strategies or techniques that you will use. **10 pts.** 200 words max.

### **Prior Experience**

A description of the PI's previous experience, training, or relevant expertise (if any) with the general type of activity being proposed. **5 pts.** 200 words max.

### **Work Plan and Timetable**

Provide a work plan and timetable for activity development and implementation over the 14 month (max) funding period. **10 pts.** 200 words max.

### **Dissemination Plan**

Provide a dissemination plan for sharing results of this experience with an audience outside of FSC. **5 pts.** 150 words max.

### **Long Term Prospects**

Describe the prospects for institutionalizing and sustaining the activity after the year of funding. **10 pts.** 200 words max.

### **Detailed Budget Narrative**

Provide a narrative description of each item in your budget form. You will be able to attach quotes or other evidence of costs of items later. Be sure to adhere to the guidelines in Appendix A of the Grant Announcement, *Budget Guidelines*. **10 pts.** 300 words max.

### **Project Potential**

Describe the overall potential of your project to improve student engagement, retention and academic success. **10 pts.** 200 words max.

Do you anticipate that your proposed project will require IRB approval prior to implementation?

- Options:**
- Yes
  - No
  - Not Sure

