

# OPEN SOCIETY INSTITUTE

## HIGHER EDUCATION SUPPORT PROGRAM

### REGIONAL SEMINAR FOR EXCELLENCE IN TEACHING

## GUIDELINES FOR APPLICANTS

### CONCEPT PROPOSAL

HESP invites Concept Proposals for the multi-year ReSET Seminar and ReSET Challenges projects. The Concept Proposals present clear and concise information of the general concept of the proposed ReSET project and comprise the project description and the information about the resource faculty, organizers and host institution of the project.

HESP encourages original projects and approaches that address the mandate of the ReSET program most effectively and suggest project designs that are most relevant to the nature and scale of issues and tasks in the development of undergraduate teaching in the targeted subject area and the local capacities. In defining the program stream to which the proposal is submitted (**ReSET Seminars projects** or **ReSET Challenges projects**), the applicants would respond to the specific condition, issues and needs in scholarship and teaching in the subject in the targeted region by defining the kind of teaching development activities that would be most timely, relevant and effective in this context. ReSET Advisory Committee may suggest the applicants to reconsider the choice of the program stream based on the assessment of the Concept Proposal.

The Concept Proposal must contain the following items:

- A. Project Information Sheet**  
(Please use the form provided at the end of these Guidelines);
- B. Project Description**  
(A narrative of up to 2,000 words, i.e. approx. 5 single-spaced standard text pages, following closely the guidelines on Structure and Content below);
- C. Brief academic Resumes of the core Resource Faculty and Academic Project Director**  
The Resumes should not be more than 5 pages long; please be sure to include the most relevant academic experience, with special emphasis on university teaching, related project and curriculum development experience and selected publications related to the subject of the proposed project).

It is expected that the Concept Proposals, as well as further detailed planning of the projects which are accepted for funding, are developed in close collaboration between the potential core resource faculty lead by the proposed academic director of the project.

The structure of the Project Description suggested below aims to assist the applicants in providing the information that is most important at this stage of the competitive project selection. The applicants are encouraged to adhere to the recommendations below as closely and specifically as possible. **The Project Description should not exceed the length of 2,000 words** (not including the supporting documents).

## STRUCTURE AND CONTENT OF THE PROJECT DESCRIPTION

### 1. PROJECT STATEMENT

Please state clearly and specifically the issues in the undergraduate teaching (such as theoretical and methodological approaches to the subject, quality of the curricula and teaching staff, teaching practices, etc.) and needs for development in the chosen subject area in the target region that you propose to address by this project and the learning, revision, innovation and building new approaches, qualities and skills through which the project proposes to contribute in these areas.

### 2. INTELLECTUAL RATIONALE, GROUNDING AND THEMATIC FOCUS

Here please describe the project's theoretical and methodological grounding and approach to the subject and how your engagement with this subject will be a model of innovative academic work and contribution to the development of scholarly teaching. Explain how this thematic area is represented in the typical undergraduate curriculum and what challenges it poses for learning and teaching. Besides formulating the overall thematic focus of the project, please provide a thematic sequence of your proposed discussions (list and outline of topics for the entire 2/3-year project in progression, including the topics designated for the specific seminar sessions) with clear indication of theories, methodologies, authors and works that will provide overall orientation for your discussions. Complete this section with a sample core reading list of not more than 20 titles on the subject which identify the most important foundation and current sources that lay the theoretical and methodological foundations for the project.

### 3. PROJECT GROUP

- Target audience (junior faculty participants from the region)
- Resource faculty
- Organizers (Academic Director and host institution)

Describe the targeted level and disciplinary and regional background of the junior faculty participants and any specific priorities you intend to apply in recruiting and selecting the participants. Please be specific about the language requirements and the working language of the project. Please note that all participants must have teaching positions at the undergraduate university programs in the target region.

List the core resource faculty and explain the specific value and contribution of each proposed resource faculty to the project. Each project must have 3 – 5 core resource faculty proposed for the on-going long-term collaboration in the project. It is expected that, at the time of submission of this Concept Proposal, the core faculty have given their tentative agreement for this long-term continuous collaboration and have contributed their vision and specific ideas to developing the Concept of the project. For each proposed core resource faculty please provide notes on their commitment to the project and the contribution towards the Concept Proposal. Please note that the core faculty must be a well-balanced group of academics from within and outside the region representing a variety of approaches to the subject of the project. All core faculty must have a significant record of undergraduate teaching in the thematic area of the project and be selected for their qualities as master teachers. Please also list the thematic areas which each of the core resource faculty will be coordinating and contributing in, throughout the project term.

Provide information about the background, experience and role of the Project Director. The project director performs basic academic coordination of the activities and is usually one of the core resource faculty. The tasks of organizing and directing the project can be shared between an Academic Director and an Administrative Director (or a project manager). The Project Directors must have a strong base at an academic institution(s) in the target region. Here please also give brief information about the host institution's experience and resources relevant to this project.

### 4. MAIN PROJECT ACTIVITIES

List the main phases and activities of the project, their themes, tasks, format and methodology, tentative duration and locations and other information you consider important. Concentrate in greater detail on

conceptualization of the activities and methodology of the seminar sessions (both the extended “summer sessions” and seminars during the year), and state your specific vision on helping the participants and resource faculty build collaborative academic relationships, engage in creative rethinking of the scholarship and approaches to teaching in the subject area of the project and develop and introduce specific changes in the teaching and curricula.

Describe the possible range, focus and format of the inter-session activities. ReSET projects may provide for various specific groupings and activities focusing on particular curricular tasks, issues, topics, etc., which reflect varied needs and capacities within the subject, target region and the project group. Project activities have a progressive set of goals and flexible structure and benefit from the participants' active involvement in on-going planning. All project activities must be oriented towards active on-going peer exchange and collaboration among the participating junior faculty and resource faculty colleagues.

## 5. ANTICIPATED OUTCOMES

Describe the project's expected contribution to the capacities of the individual participating faculty to generate change in their classrooms and departments through development of teaching and impact on the university curricula and enhancing scholarly debate in the subject. Please list at least five specific desired outcomes related directly to the improvement of undergraduate teaching in the subject in the target region.

## SUBMITTING THE APPLICATION

Concept Proposals of multi-year ReSET projects aiming to start in the summer of 2010 or during the 2010-11 academic year must be submitted to HESP for the review by the ReSET Academic Advisory Committee by the deadline of **10 September 2009**. Interested individuals and teams of academics are encouraged to contact HESP for feedback and discussion of their project ideas well in advance of the application deadline.

All application documents must be **in English**.

The entire Concept Proposal must be submitted **by email to [reset@osi.hu](mailto:reset@osi.hu)**, preferably with all necessary documents collated into one MS Word (.doc) or Adobe Reader (.pdf) file attachment. For purposes of the review, the applicants are advised to limit the size of the entire Concept Proposal package to 25 pages, including all supporting documents. The title of the project should appear in the Subject line of the message(s) containing the application materials.

## EVALUATION PROCESS

ReSET Academic Advisory Committee will appraise the submitted proposals from the point of view of:

- **academic strength** (adherence to good academic practice, active and competent engagement of the leading academic resources available in the field and positioning in the most current international debate in the subject area, strong intellectual leadership);
- **orientation and rootedness** in the broader regional discourse in the subject and in the region's academic practice;
- viability of the project rationale and specific activities in terms of their **anticipated impact on the development of curriculum and teaching** at the undergraduate university level in the target region.

The applicants are strongly encouraged to formulate their Concept Proposals in a way that addresses the above focus areas in the most immediate and coherent manner.

The authors of the Concept Proposals that best respond to the interests and priorities of ReSET will be invited to submit full project applications, based on which final decisions on HESP's support to the projects will be made (the final decisions on project funding for 2010 must be made before 20 December 2009). The authors will have at least six weeks to develop full project applications based on the successful Concept Proposals.

The ReSET Advisory Committee and HESP may solicit further information from the authors of the proposals during the review process and reserve the right to make recommendations on the project format, activities and anticipated resource faculty contributions.

## APPLICANT ELIGIBILITY

HESP will consider proposals from academic institutions or groups of individuals located in the target region and joint proposals from the regional-international partnerships. All ReSET projects must demonstrate strong linkage to the regional university community, active use of local resources and a solid support base for the project activities in the region. HESP is unable to support the projects proposed by foreign (non-regional) academics or groups, which do not demonstrate solid active partnership and contribution from universities in the region. As a rule, the projects are directed by academics from the target region with a base at a social science/humanities university department.

HESP encourages proposals of projects to the ReSET Challenges Seminars from the participants, resource faculty and organizers of the past ReSET projects, provided the ReSET project in which the current applicant(s) have been involved previously ends before the proposed start of the new project.

## FUNDING

HESP offers funding commensurate with the geographical scope of the projects and nature and length of project activities and encourages project organizers to solicit **cost-share contributions from other sources**. HESP will provide grants in the range of 50,000 to 100,000 USD to cover the costs of the ReSET projects. Within the supported projects, **HESP will not fund** preparation or publication of textbooks or monographs, travel of the participants to countries outside the target region or fees for enrolment in any external training programs, and organization of conferences. HESP funding for a ReSET project cannot contribute to the development of institutional infrastructure, such as purchase of equipment, creation or maintenance of the institutional or departmental web-sites; nor will it provide remuneration to the institution's staff performing the work within the project as part of their regular professional responsibilities.

HESP will commit to multi-year projects but will provide funding **on an annual basis**. Accepting a Proposal for a multi-year project does not imply a commitment of any specific level of funding for the entire duration of the project. Project organizers will be required to submit detailed Programs of Activities and Budget Proposals for each year of the project, which will be considered within the framework of the accepted proposal and ReSET's general programmatic context.

HESP will provide detailed guidelines on the budgeting process to the finalists upon the completion of the selection process.

## CONTACT INFORMATION

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### REGIONAL SEMINAR FOR EXCELLENCE IN TEACHING

### PROJECT INFORMATION SHEET

Please check which program stream you are applying to:

☐ ReSET SEMINARS      ☐ ReSET CHALLENGES

**Project Title** \_\_\_\_\_

**Discipline/s (subject area/s)** \_\_\_\_\_

**Target Region (list countries)** \_\_\_\_\_

**Working Language/s** \_\_\_\_\_

**Project Period** \_\_\_\_\_ From (month/year) to (months/year) \_\_\_\_\_

**Brief Project Statement** *Please state briefly and clearly the academic goals, with explicit focus on the development of undergraduate teaching in the proposed subject area in the target region, the project sets to achieve (this may be the statement you provided in your project description).*  
(not more than 100 words) \_\_\_\_\_

**Host University** \_\_\_\_\_

Institution and Department \_\_\_\_\_

Postal address \_\_\_\_\_

Telephone/fax \_\_\_\_\_

E-mail \_\_\_\_\_

Web site \_\_\_\_\_

Contact person \_\_\_\_\_

#### **Project Organizers**

##### Academic Director

Name, title, university affiliation \_\_\_\_\_

Contact email, telephone \_\_\_\_\_

##### Other key staff

(Administrative Director, Manager) \_\_\_\_\_

#### **Core Resource Faculty**

Name, title, university affiliation \_\_\_\_\_

Name, title, university affiliation \_\_\_\_\_

Name, title, university affiliation \_\_\_\_\_

Name, title, university affiliation \_\_\_\_\_

#### **Contact for Correspondence**

Name and Position \_\_\_\_\_

Postal address \_\_\_\_\_

Telephone/fax \_\_\_\_\_

E-mail \_\_\_\_\_

Application submitted on (date): \_\_\_\_\_

Submitted by (name and title): \_\_\_\_\_