I. BACKGROUND
The Alaska IDeA Network of Biomedical Research Excellence (INBRE) is supported by a grant from the National Institutes of Health. An objective of the Alaska INBRE Research Training Core is to expand curricula in biomedical and health areas across the University of Alaska system. Accordingly, Alaska INBRE is announcing a request for proposals on biomedical and health sciences curriculum development. For the purpose of this announcement, curriculum development refers to development of appropriate learning/teaching methods and materials, as well as appropriate assessment methods and materials, for modules within existing courses or for new courses. Funds may be requested to pay faculty salary (at their existing rate) for 2-4 weeks of time and effort spent on curriculum development.

II. ELIGIBILITY
Applicants must be full-time faculty at a UA campus. The proposed curriculum development may apply to any UA course or program for which inclusion of biomedical and health topics is appropriate.

III. AMOUNT & DURATION OF AWARD
Alaska INBRE Curriculum Development Awards will pay faculty salary (at their existing rate) for 2-4 weeks of time and effort spent on curriculum development, as well as up to $3000 for supplies and services required for the curriculum development effort. The maximum award amount will be $15,000. Funds must be expended between May 15 and July 31, 2015. Amounts requested will vary; Alaska INBRE estimates that 4-6 proposals could be funded across the UA system.

IV. APPLICATION INSTRUCTIONS
A complete application will consist of a single PDF document that includes all of the following sections. The page limit for sections 1 through 3 is 3 pages.

Section 1: Introduction
- Short Descriptive Title (Max 100 characters)
- Faculty name, title, MAU, address, phone number, and email. Requested salary plus benefits cost.
- Anticipated dates for salary payment
- Previous INBRE support received: Yes/No If Yes, number of awards and total amount

Section 2: Description of Curriculum Development
Give details of the proposed curriculum development. What biomedical and/or health topic(s) will be covered? Will the topic(s) be the subject of a module within and existing course (indicate course designator, number, title) or a new course (indicate proposed course designator, number, title)? What learning/teaching methods, activities, and materials will be used? What are the expected learning outcomes? What assessment methods and materials will be used?
Section 3: Rationale and Impact
Give a brief explanation of why the particular topic(s) was selected for the curriculum development effort. How will achieving the intended learning outcomes benefit the students (e.g., enhanced subject competency, greater preparedness for future coursework, etc.). Will coverage of the proposed topic fill a significant gap in the current course offerings? How many students are likely to be impacted by the proposed curriculum development? If a module is being developed for an existing course, what is the usual enrollment in the course and how frequently is the course offered? If a new course is being developed, what is the expected enrollment and frequency of offering for the course?

Section 4: Literature cited – Please attach any needed references.

Section 5: Budget – Submit a detailed budget including all anticipated costs. Curriculum development costs may include salary + benefits, services and supplies. No funds will be provided without a detailed budget.

PDF FORMAT REQUIRED Applicants should prepare text documents using any word processing program and then convert those files to a single document before submission via email to inbre@alaska.edu. Save all files as follows:
faculty member last name_MAU_Month_Year_CDApp.
Example: Smith_UAS_April_2015_CDApp. If you do not receive an acknowledgement email within 2 business days, please contact Alaska INBRE PA Julie Benson at jc.benson@alaska.edu to confirm receipt of your application.

SPECIFIC INSTRUCTIONS REQUIRED FOR SECTIONS 1 to 3 [Page limit: 3 pages for sections 1 to 3]

Font: Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.) Type density, including characters and spaces, must be no more than 15 characters per inch. Type may be no more than 6 lines per inch.

Page Margins: Use at least one-half inch margins (top, bottom, left, and right) for all pages.

Page Formatting: Use only a standard, single-spaced, single-column format for the text. Number all pages sequentially and centered at the bottom of each page.

Grantsmanship: Use English and avoid jargon. If terms are not universally known, spell out the term the first time it is used and note the appropriate abbreviation in parentheses. The abbreviation may be used thereafter.

V. REVIEW PROCEDURES
1. The INBRE Research Training Core lead and 2 ad hoc reviewers will review the proposals and score them based on the review criteria listed below, using the standard NIH scoring scheme (1=exceptional; 2=outstanding; 3=excellent; 4=very good; 5=good; 6=satisfactory; 7=fair; 8=marginal; 9=poor). Applications will be ranked and those scoring an average of very good or better will be recommended for funding, as long as sufficient funds are available.
2. Applications recommended for funding by the reviewers will be presented to the INBRE Management Advisory Committee for a final funding decision.
3. Applicants will be notified by May 15, 2015 if their proposal of recommended for funding. All applicants will be provided brief feedback regarding the strengths and weaknesses of their proposals.

Review Criteria: The degree to which the proposal:
1. Clearly articulates the significance of the topic(s) chosen for the curriculum development project.
2. Demonstrates that the proposed methods, activities, and materials constitute a well formulated
approach to learning and teaching.
3. Clearly articulates the expected learning outcomes of the module or course that will be developed.
4. Clearly describes the assessment methods and materials that will be used.
5. Provides evidence that the proposed learning/teaching methods, activities, and materials constitute an innovative approach to higher education.
6. Provides evidence that the proposed assessment methods and materials constitute an innovative approach to higher education.
7. Clearly articulates the impact of the proposed curriculum development project (filling a current gap in topics covered and/or serving a significant number of students).

VII. AWARD CONDITIONS
Curriculum Development Award recipients will:
1. Provide Alaska INBRE with a 2-page summary of the biomedical and/or health module or course developed by the awardee and examples of the teaching and assessment materials developed. The summary and associated materials are due August 31, 2015. Since INBRE is a statewide program, these summaries of curriculum development will be shared throughout the UA system with faculty who teach similar courses. Awardees are asked to be receptive to requests from fellow UA faculty members to share developed curriculum materials beyond the 2-page summary.
2. Agree to teach the course or module that uses the new materials at least twice. Provide a schedule for which semesters the new curriculum will be delivered. For new courses, provide a timeline for proposing and offering the course as a special topics or trial course;
3. Provide Alaska INBRE with an annual, 1-page report on delivery of the biomedical and/or health module or course developed by the awardee. The report will indicate when the module/course was delivered, the number of students who participated, and a brief summary of elements that worked and those that didn’t (indicate how the latter will be modified). Reports are due June 30 each year of 2016 through 2019. All reporting will be submitted via the Alaska INBRE reporting database.
4. As a recipient of INBRE funding, you will be required to comply with NIH guidelines and obtain an eRA Commons account (if you do not already have one). You will be asked to provide your eRA Commons Username/ID when reporting to INBRE.