
Muslim Studies Endowment Instructional Development

Program

Provides up to \$1,000 in support for the development of new courses or the revision of existing courses, including Core courses and "topics" courses. The applicant is expected to teach the course supported by the grant during the following academic year.

Eligibility

Those developing Butler courses that engage topics that pertain to the mission of the Muslim Studies Endowment.

Application Process

Your application must consist of a program statement:

- An explanation of how the course or course revisions pertain to the mission of the Muslim Studies Endowment (one page or less).
- A description of the nature of the course, the need for development and how work will be accomplished.
- A budget narrative that lists and justifies all requested expenditures. Requests for materials readily available from the library or through interlibrary loan must be explicitly justified. It is the responsibility of the applicant to check on the availability of requested books and materials with the university library.
- Proposals that do not conform to these guidelines will be returned without evaluation.

Instructional Development Grant application

The application format includes the following specifications:

- No more than two pages typed and spaced at 1.5 line spacing
- Times New Roman font, size 11 or 12 with one inch margins
- Should be signed by the applicant, department chair and dean

Due Date

Applications are accepted annually and due by 5:00 PM on the first Friday in February. Applications must be signed, scanned and emailed to muslimstudies@butler.edu.

Grant Period

The grant period is from May 1 to May 31 of the following year. In exceptional circumstances, an extension of the grant period (for annual grants) is permitted. If an awardee requires additional time to complete his/her project, a request for an extension

should be submitted for committee consideration no later than one month prior to the end of the grant period. No new grant money will be released until the first project, including the final report, is completed.

Reporting

A report describing the final design of the new course or how the existing course has been improved is due to the MSE (muslimstudies@butler.edu) no later than 60 days after the end of the grant period. Failure to submit this report will jeopardize chances for future funding.