



REQUEST FOR PROPOSALS: TEACHER STUDY GROUPS

September 10, 2009

The Montclair State University Network for Educational Renewal (MSUNER) of the Montclair State University Center of Pedagogy welcomes you to apply for a Teacher Study Group Grant (TSG) for the 2009-2010 academic year. A TSG is meant to provide an opportunity for teachers to take responsibility for their own professional development and renewal by engaging in collaborative learning and inquiry that will advance the goal of simultaneous renewal of the schools and the education of educators. In other words, it gives a group of educators a chance to work and learn together about a topic of mutual interest.

Administrators and faculty from partner schools, faculty from the Colleges of Arts and Sciences, and faculty from the College of Education and Human Services, are eligible to apply for this type of grant. We encourage any and all combinations of educators to work together on a topic of mutual interest. Since the possibilities are endless for the design and mission of the grant, let your imagination, interests, and needs guide your thinking when writing a proposal. The study group context provides a wonderful vehicle for collegial professional development to assist in and redesign teaching.

Some sample topics from the past are:

- The World in Six Songs: How the Musical Brain Created Human Nature
- Inclusion: Making it More Successful in the Classroom
- Benefits of Podcasting in the Classrooms
- SmartBoards and More
- TechEd Tools—Help!
- The Karaoke Konnection (to Literacy)
- Data-Driven Decision Making
- Middle School Study in Curriculum Mapping
- Closing the Achievement Gap in Mathematics

These examples are not meant to be exhaustive, but rather illustrative of the possibilities. Summaries of previous study groups are available on the MSUNER webpage (<http://cehs.montclair.edu/academic/cop/njner.shtml>) if you would like more information.

This request for proposals (RFP) outlines the requirements for MSUNER funding of a teacher study group. Each member district is entitled to \$1,000 in funding for the 2009-2010 academic year, as is the University. For each district, funds will be divided among the number of study groups that are accepted and by the nature of the project. The maximum funding for any one study group grant is \$500. *Special funding arrangements will be made should a study group include teachers from multiple school districts.* If you have any questions after reading this, please call your district coordinator or Cheryl Hopper, the MSUNER Director, at 973-655-7641.

ALL PROPOSALS ARE DUE IN THE MSUNER OFFICE BY OCTOBER 15, 2009 WITHOUT EXCEPTIONS (proposals will not be accepted after this due date). You can Fax it to 973-655-5227 or e-mail it as an attachment to msuner@mail.montclair.edu.

NOTE: District Coordinators should approve all proposals prior to submission. PLEASE TURN IN PROPOSALS BY OCTOBER 13, 2009, TO YOUR DISTRICT COORDINATOR. DO NOT SEND THEM TO MSUNER WITHOUT THE APPROVAL FROM YOUR DISTRICT COORDINATOR.

DECISION ON AWARDS WILL BE MADE BY OCTOBER 26, 2009, AND YOU WILL BE NOTIFIED SHORTLY THEREAFTER.

PROPOSAL REQUIREMENTS:

1. Each study group must include a minimum of four people. At least one of the members must be a Clinical Faculty member. At the University, at least one member must have participated in some Montclair State University Network for Educational Renewal, Center of Pedagogy, or Agenda for Education in a Democracy program during the past two years. The group should designate one teacher as the coordinator who will be the contact person and in charge of the funds granted. If the coordinator is not the Clinical Faculty member, he/she needs to apply if the proposal is funded. Administrators and supervisors are encouraged to work on teacher study groups.
2. Study group members must meet together for **at least 16 hours** during the school year. These meetings may be after-school, during breakfast, lunch or dinner, during common planning time or release time, if available, or any time the group chooses to schedule its meetings. **Study groups which do not complete their 16 hours of meeting time during 2009-2010 will be asked to return the full amount of the grant.**

3. Receipts for all expenditures will be needed for your final report. The funds granted may be used for:
 - Books
 - Materials
 - Refreshments (not to exceed \$150)
 - Guest speakers

The funds granted may **not** be used for:

- Release time
 - Substitute coverage
 - Anything not directly related to your area of study
-
4. Study groups must document their work in a brief written report to the MSUNER at the end of the year. The exact guidelines and format for this report will be provided at a later date. Generally, the report will need to include goals, accomplishments, future plans, a log of meeting dates and times, and receipts for all expenditures. **Members of study groups are expected to present their work at the MSUNER Summer Conference in a format to be determined by the Conference Planning Committee. In addition, each group will make a tri-fold poster featuring their work that will be displayed throughout the conference.**
-
5. Proposals must include the following:
 - a. A typed cover page including:
 - Title of the Study Group
 - District and School(s) or University College and Department
 - School District Tax ID number
 - Date
 - Study Group Coordinator information including:
 - Name
 - **Last 4 digits** of social security number
 - Position in district
 - School Address
 - School Telephone number
 - Home Address
 - Home Telephone number
 - Cell Telephone number
 - e-mail address (frequently used because we will be corresponding by e-mail throughout the year)

- A list of Study Group members in alphabetical order including the information below for each member:
 - Name
 - Last 4 digits of social security number
 - Position in district
 - School
 - Home Address
 - e-mail address frequently used

- b. A one-page narrative describing the purpose of the study group, the chosen topic or focus, and the scope of the work proposed. This should include a rationale for the chosen topic or focus.

- c. A budget page that includes *approximate* amounts requested for the work in the categories of books, materials, refreshments, and guest speakers. Please indicate the total amount. Grants of up to \$500 may be requested.

Thank you for your interest in applying for a Teacher Study Group Grant. The proposal is simple to write if you follow the outline above. Your idea is important, and the work you will do will benefit the students you teach. Don't delay! Gather colleagues and start writing your proposal today!