

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 directly and effectively and whose designs 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** or **ReSET Challenges Projects**), the applicants should respond to the specific condition, issues and needs of advancing teaching and learning in the subject in the target 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 reconsidering the choice of the program stream based on the assessment of the Concept Proposal.

The Concept Proposal must contain the following items:

- A. Application Cover Sheet**
(Please use the form provided at the end of these Guidelines);
- B. Project Description**
(A narrative of up to 3,000 words, i.e. approx. 6 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 be not more than 5 pages long and include the most relevant academic experience, with special emphasis on university teaching, related project and curriculum development experience and most important 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 led by the proposed academic director of the project.

The structure of the Project Description suggested below aims to allow the applicants to provide the information that is most important at this stage of the competitive project selection in the most systematic way. 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 3,000 words** (not including the Core Faculty resumes).

STRUCTURE AND CONTENT OF THE PROJECT DESCRIPTION

1. PROJECT SUMMARY

1. A. Please state clearly and specifically the background and issues in the undergraduate teaching and curricula (such as theoretical and methodological approaches to the subject, quality of the curricula and teaching staff, content and practices of teaching, manner of engagement with current scholarship and with the classroom etc.) and needs for development in the subject area in the target region that you propose to address by this project.
1. B. Identify the areas for in-depth study and revision in the subject, building new teaching approaches, philosophies and skills, which the project proposes to undertake.
1. C. Describe the institutional trends in the subject area in the region and how you intend to contribute to and engage with the process of institutional development in the chosen subject (by working with existing or creating new specializations and degree programs, influencing the process of development of curricular standards at the level of departments, etc.).
1. D. List the main anticipated outcomes of the project (expected contribution to the development of capacities of the participating university academics to generate change in their classrooms and departments and to advance scholarly debate on 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.
1. E. State how, in your view, your project meets the goals and priorities of ReSET as laid out in the Call for Concept Proposals.

2. INTELLECTUAL RATIONALE, GROUNDING AND THEMATIC FOCUS

In this section 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 critical and innovative academic work. Demonstrate how this thematic area is represented in a typical undergraduate curriculum and what challenges for learning and teaching exist within such typical format.

Besides formulating the overall thematic focus of the project, please provide a thematic structure of your proposed activities in progression (list and brief outline of topics of the specific seminar sessions for the entire 2/3-year project), with clear indication of theories, methodologies, authors and works that will provide the foundation and overall orientation for your discussions. Complete this section with a tentative core reading list of not more than 20 titles on the subject comprising the most important foundational (classical) texts and current scholarly sources that lay the theoretical and methodological foundations for your project.

3. PROJECT GROUP

- Target audience (junior faculty participants from the region)
- Core 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, and the project groups must be composed of young faculty representing different countries of the 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 brief 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 international group of academics from within and outside the region, who represent a variety of intellectual and teaching 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 that each of the core resource faculty will be coordinating and contributing to, 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 also 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. In some cases ReSET will support a partnership of two academic co-directors – a scholar from the region and an international colleague.

Provide brief information about the resources and support available from the host institution, especially those of direct relevance to the project's thematic focus.

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 the seminars during the year), and state your specific vision for building collaborative academic relationships among the participants and resource faculty, engaging them in creative rethinking of the scholarship and approaches to teaching and developing and introducing specific changes in the classroom practices and curricula on the subject.

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 and be driven by the needs of participants' teaching.

SUBMITTING THE APPLICATION

Concept Proposals for multi-year ReSET projects aiming to start in the summer of 2011 or during the 2011-12 academic year must be submitted to HESP for the review by the ReSET Academic Advisory Committee by the deadline of **20 September 2010**. 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**, 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, use of the foundational theories 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 teaching and curriculum** 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. The final decisions on HESP's support to the projects will be made based on the review of full project applications before 15 January 2011. The successful applicants will have at least six weeks to develop final project packages based on the endorsed 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 solid institutional support 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 display on-going 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 project proposal 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.

As a rule, the proposed Academic Project Directors will not be involved in leading academic roles in on-going current or other proposed ReSET projects.

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 per year 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. Eligible project participants will normally receive coverage of their project-related costs, but they will not be entitled to any financial remuneration (such as a stipend) for their participation.

HESP will commit support 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 originally accepted proposal and ReSET's general programmatic context. ReSET will use various project review and evaluation mechanisms to aid the project development and renewal process.

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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APPLICATION FOR ReSET SUPPORT

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) _____

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): _____