

EQUIPMENT PURCHASE PROGRAM DEPARTMENT OF MUSIC EDUCATION

PURPOSE

These additional funds are intended to provide financial support to encourage new ideas for improving undergraduate teaching. Through this program, teaching equipment needed for which the usual financial resources do not exist or cannot be used can receive limited financial support. Proposed equipment should create opportunities that would otherwise not exist and should also provide continuing benefits. Proposals whose main emphasis is not pedagogical will not be considered.

ELIGIBILITY

Full-time faculty members of the Department of Music Education who hold academic status as a Lecturer, Instructor, Assistant Professor, Associate Professor, or Professor are eligible to receive funds through this program. A group of faculty members may submit a proposal with a single member designated as "principal proposer." Normally, no more than one award will be given to a proposer (or a principal proposer) in a funding period (usually the academic year).

PROPOSAL CONTENT

Because a range of equipment may receive financial support from this program, no uniform format is required. Six copies (no more than three (3) pages in length, including supporting documents) of each proposal must be submitted to the chair of the committee. A narrative discussion of the proposed equipment purchase should include:

1. An explanation of the activities and/or materials of the project
2. An explanation of how the equipment purchase will improve undergraduate teaching and how it will positively impact the department as a whole
3. A rationale for requesting the equipment
 - a. How the proposed equipment purchase and related activities differ from those currently in use
 - b. Amount of funding requested - documentation of quotations, etc. is required
 - c. What will be the continuing benefits to undergraduate teaching and the department as a whole

BUDGET

Expenditures may include anything normally considered to be a valid use of E & G funds belonging to Mississippi State University. Salaries, wages, or recurring costs that would require funds after the equipment purchase may not be included.

The proposed budget should provide sufficient detail of the expenditure and should include documentation that quotations from reliable sources have been obtained. The

total amount may not exceed \$500. Proposals for smaller amounts will generally receive higher consideration. However, if a proposal is of significant merit, a larger award could be considered. The opportunity for obtaining additional funds for any purchase, particularly matching funds, will be favorably viewed by evaluators.

EVALUATION

The Expenses and Evaluation Committee of the Department of Music Education will meet to discuss and rank all proposals and finally, assign monetary amounts to accepted proposals.

SCHEDULE

Proposals should reach the Chair of the Expenses and Evaluation Committee no later than October 8, 2004. Six copies of the proposal must be submitted. Awards will be announced within two weeks via e-mail.

FINAL REPORT

Awardees will submit two copies of a report stating whether the funded project was successful in reaching expected outcomes no later than 60 days after the equipment is received. Copies of these reports will be made available to the committee to help in evaluating the potential success of future equipment purchases. Failure to submit a report may disqualify recipients from future awards.