



**Minot State
UNIVERSITY**

**CENTER FOR THE APPLIED STUDY OF
COGNITION AND LEARNING SCIENCES (CASCLS)**

APPLICATION FOR CASCLS REASSIGNMENT TIME

PARAMETERS

MSU faculty members may apply to the Center for the Applied Study of Cognition and Learning Sciences (CASCLS) for reassignment time of up to three semester hours of their regular load in a given semester to assist with grant preparation, project development, or work on a specific CASCLS project or line of research. CASCLS funds will pay adjunct costs on the MSU P/T scale to cover the coursework release.

SELECTION PROCESS

Applicants must secure approval of their chair and dean prior to submitting. All materials must be submitted to the CASCLS Director at least 6 weeks prior to the first day of the semester in which the work will be completed, to allow ample time to secure adjuncts and issue contracts. Applications will be considered by the CASCLS Project Development Team, and reassignment time awarded on relevance of the work to the CASCLS mission.

REPORTING

Faculty members awarded reassignment time will meet monthly with the Project Development Team (PDT) and will submit a brief written report outlining the work accomplished to the PDT at the conclusion of the semester. That report will parallel the points noted on the second page of this application. All reports on work completed under the reassignment time option will be shared with the Deans, Chairs and Directors Advisory Group and the CASCLS Community Advisory Group at regular meetings. Copies of reports will be forwarded by the CASCLS Director at the end of each semester to the faculty member's chair, dean, the VPAA, and Research and Sponsored Programs.

Name of faculty member requesting temporary reassignment _____

Division/Department in which normally contracted _____

Semester/year the work would take place _____

Course(s) to be covered in your absence _____

Please provide a concise abstract below of the grant work, project development, or research to be completed during the reassignment time (100-150 words). Also provide an attachment addressing the items on page two of this form.

Signature of Faculty Member _____ Date _____

Signature/Approval of the Div./Dept. Chair _____ Date _____

Signature/Approval of the College Dean _____ Date _____

ATTACHMENTS

If you are requesting reassignment for grant writing or grant facilitation, attach no more than 2-3 pages including:

1. the name of the grant and grantor, including the grant number or program designation and contact person
2. a link to the RFP if online, or a abstract of the RFP showing who may apply, deadlines, the grant's objectives, and other key information
3. the primary research questions, event plans, or equipment needs, etc. the funding addresses
4. the approximate amount of funds the grant provides
5. how this grant specifically supports the mission and goals of the CASCLS
6. the name of the MSU Principal Investigator and any other faculty or staff involved
7. a brief description of partnerships outside of MSU, if any

If you are requesting reassignment for event development or facilitation, attach no more than 2-3 pages including:

1. the name of the event, the planned dates, and the target audience
2. a description of the event's general structure and content
3. if the event will use grant funds, include the information noted under grant writing or facilitation
4. the approximate amount of funds the event requires and/or can potentially generate
5. how this event specifically supports the mission and goals of the CASCLS
6. the names of the primary event planners and any other faculty or staff involved
7. a brief description of event partnerships outside of MSU, if any

If you are requesting reassignment for program (curriculum) or research project development, attach no more than 2-3 pages including:

1. an abstract of the program / research project, the planned implementation dates, and the target audience
2. a rationale stating why this program / research project development requires additional time beyond regular responsibilities of faculty for program / research project development
3. if the program (curriculum) / research project development or will be supported with grant funds, include the information noted under grant writing or facilitation
4. the approximate amount of funds, if any, the program / research project development requires and/or can potentially generate
5. how this program/curriculum development specifically supports the mission and goals of the CASCLS
6. the names of the primary planners and any other faculty or staff involved
7. a brief description of partnerships outside of MSU, if any

If you are requesting reassignment to assist with existing CASCLS research or programming, attach no more than 2-3 pages including:

1. title and description of the existing CASCLS research project, program/event, multidisciplinary course, etc.
2. a letter of support for your participation from the principal investigator or organizer
3. if the existing work is supported with grant funds, identify the grant and explain how your participation supports or enhances that effort
4. in what specific ways your qualifications or skills are necessary to the success or expansion of the research project or programming

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