PURPOSE

The Center for Teaching Excellence and Learning (C-TEL) will request proposals for small grants from full-time and part-time faculty and full time staff to support their teaching efforts. The purpose of this program is to supply the faculty and staff with necessary resources to improve their delivery of instruction and student learning. Grant applications are welcome from individuals as well as groups of faculty, staff, units or departments.

The program will be broadly conceived and can include requests for funding to support (1) attending teaching conferences, workshops or on-line trainings; (2) hardware or software purchases to enhance teaching; (3) stipend to revise or create a course or program that substantially incorporates the use of new technology, promotes diversity and inclusive practices, or enhances the use of high impact practices; or (4) research projects that benefit instruction. Faculty and staff can request up to $2000 in support.

In keeping with the mission of the university and the inception of Vision 2022, C-TEL encourages and prioritizes proposals whose goal is to explore learning-centered teaching practices that emphasize active learning and increase student engagement. Projects must include a specific plan for the assessment of the impact of proposed activities on student learning.

AWARD CRITERIA

ELIGIBILITY:

- Full-time and part-time faculty and full-time staff members are eligible to receive funding for up to $2000 once each academic year (July 1 through June 30).

- Proposals from individuals who have not received funding within the previous two years will be given top priority for consideration. Other proposals will then be considered based upon the availability of remaining funds.

Members of the committee awarding grants will base their decisions on the following:

1. Priority is given to proposals whose goal is to employ or explore learning-centered teaching practices that emphasize active learning and increase student engagement.

2. Projects (except conference attendance) must include a plan for systematic assessment of the impact of activities on student learning.

3. Individuals who attend conferences must present a concrete plan about how they will share the knowledge they gain (i.e. prepare and present C-TEL Workshop) with the general faculty.

4. If the proposed project does not articulate well with the mission of C-TEL, faculty and staff will be directed to more appropriate sources of funding to support their proposed activities.

The Committee evaluates C-TEL Small Grant proposals twice during the fall semester for the current academic year, and once during the spring semester for proposals between July 1 through June 30 of the next year. The Office of the Vice President for Academic Affairs publishes these deadlines at the beginning of each academic year.
PROCEDURE

1. Full-time and part-time faculty members and full-time staff members must complete the C-TEL Small Grant Application and Proposal forms which include:
   - rationale of the proposal
   - description of how the activity is anticipated to enhance teaching and promote student learning
   - specific plan to assess the impact of the proposed activity on student learning (for all projects except conference attendance)
   - concrete plans for sharing acquired knowledge and skills with the university community
   - detailed budget that includes location, dates of conference and travel, registration, number of overnights and cost of lodging, miles traveled per day and total mileage, airfare, and miscellaneous expenses.

Incomplete proposals and those for which a previous report was not received WILL NOT BE CONSIDERED BY THE COMMITTEE. It is the faculty member’s responsibility to ensure the completeness of the proposal, and that all required signatures are obtained.

2. Upon signing the application and agreeing to accept C-TEL Small Grant funds, you are agreeing to submit a BRIEF FOLLOW-UP REPORT to the Director of the Center for Teaching Excellence and Learning WITHIN 30 DAYS OF COMPLETION OF THE ACTIVITY indicating how the activity contributed to your development. Failure to submit the required report by the deadline will negatively impact the awarding of future grant funds.
PART I
C-TEL SMALL GRANT
APPLICATION
Funding for July 1, 2014 – June 30, 2015

http://www.washburn.edu/admin/vpaa/forms/index.html

NAME ____________________________________________
POSITION/RANK _____________________________________
DEPARTMENT/ACADEMIC UNIT ____________________________
AMOUNT REQUESTED: $ ____________________________

a) Have you received prior funds for THIS project from the Committee? □ YES □ NO
If yes, indicate the amount _______________ and source _______________________

b) Have you applied for or received funds for THIS project from another source?* □ YES □ NO
If yes, indicate the amount $ ______________________

NOTE: A detailed description of any efforts made to secure alternative funding must be included with the proposal.

c) If you are traveling abroad, have you applied for or received funds for THIS project from International Travel?
□ YES □ NO If yes, indicate the amount $ ______________________

d) Have you received C-TEL grant funds within the last two (2) fiscal years?
If yes, indicate the year(s) funds were received: ______________________________________

Attach Part II – C-TEL Grant Proposal Form

APPROVALS

Applicant ____________________________ Date ____________________________
By signing this application, you agree to submit a BRIEF FOLLOW-UP REPORT to the Director of the Center for Teaching Excellence and Learning WITHIN 30 DAYS OF COMPLETION OF THE ACTIVITY indicating how the activity contributed to curriculum development at Washburn University.

Department Chair (if applicable) ____________________________ Date ____________________________

Dean/Area Head ____________________________ Date ____________________________
Dean’s signature indicates acknowledgement of proposal submission and the applicability of this project to the curriculum needs of Washburn University, as well as confirmation that applicant is a full-time or part-time faculty member.

DELIVER TO VPAA OFFICE AFTER ALL REQUIRED SIGNATURES HAVE BEEN OBTAINED.

VPAA OFFICE USE ONLY

Date Application Received in VPAA Office ____________________________ Previous Grant Report Submitted (if applicable) ____________________________
Application Complete □ YES □ NO Comments ________________________________________________________________
PART II
C-TEL GRANT PROPOSAL

Rationale of Proposal (What you are proposing to do, including name of conference, if applicable):

Goals/Objectives (How this will enhance your teaching effectiveness and promote student learning? If for a specific course, include that):

Assessment Plan: (provide a description of how you will assess the impact of your proposed activity on student learning)

Sharing Knowledge Gained: (provide a concrete plan for how you will share the knowledge you gain with the university community)

Release Time:

Technology/Software:

Other:

Conference Dates: ________________________________________________________________

Location: ________________________________________________________________

Travel Dates: ________________________________________________________________
## Budget:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>$</td>
</tr>
<tr>
<td>Hotel</td>
<td>$</td>
</tr>
<tr>
<td>_______ Nights@ $________/per night</td>
<td></td>
</tr>
<tr>
<td>Airfare</td>
<td>$</td>
</tr>
<tr>
<td>Mileage</td>
<td>$</td>
</tr>
<tr>
<td>_______ miles @ $.56 per mile</td>
<td></td>
</tr>
<tr>
<td>Shuttle/taxi</td>
<td>$</td>
</tr>
<tr>
<td>Release Time:</td>
<td>$</td>
</tr>
<tr>
<td>Technology/Software:</td>
<td>$</td>
</tr>
<tr>
<td>Equipment/supplies:</td>
<td>$</td>
</tr>
<tr>
<td>Other:</td>
<td>$</td>
</tr>
<tr>
<td>____________________________</td>
<td>$</td>
</tr>
<tr>
<td>____________________________</td>
<td>$</td>
</tr>
<tr>
<td>____________________________</td>
<td>$</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$</td>
</tr>
<tr>
<td>Other Funds Received:</td>
<td>($    )</td>
</tr>
<tr>
<td>TOTAL REQUEST</td>
<td>$</td>
</tr>
</tbody>
</table>