Washburn University
Teaching/Learning Grants
C-TEL SMALL GRANT
CURRICULUM DEVELOPMENT GRANT
ASSESSMENT GRANT

BACKGROUND:
Washburn University offers three types of grants to support teaching and enhance student learning: C-TEL Small Grants, Curriculum Development Grants, and Assessment Grants. Each type of grant is intended to encourage a specific type of pedagogical activity. Descriptions of the purpose and award criteria for each type of grant are provided below.

ELIGIBILITY:
- Full-time and part-time faculty members are eligible to apply for C-TEL Small Grants, Curriculum Development Grants, and Assessment Grants.
- Full time staff members may apply for C-TEL Small Grant and Assessment Grant funds.
- Individuals who have not received funding for a teaching/learning related grant 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.

FUNDING AMOUNTS MAXIMUM:
- $2,000 for any single grant type (C-TEL Small Grant OR Curriculum Development OR Assessment)
- $1500 is the maximum amount provided for a stipend
- $3,000 for grant applications that combine grant types (i.e. C-TEL Small Grant Project that also includes significant aspects of Assessment; Curriculum Development Grant that also includes C-TEL Small Grant activities)

DEADLINES:
Teaching/Learning related grants are reviewed twice each academic year. Applications deadlines are in April and September. Applications submitted in April should include activities and projects that are completed between July 1 and June 30. Applications submitted in September should include activities and projects that are completed between October 1 – June 30. The Office of the Vice President for Academic Affairs publishes specific deadlines at the beginning of each academic year. Please see the VPAA web site for details.

PROCEDURES
1. Submit Proposal with required signatures before grant deadline (published on VPAA web site)
   a. Project Narrative
   b. Budget
   c. Library or Media Request for Evaluation (if applicable)
2. Proposals reviewed by appropriate committee (within 30 days of grant deadline)
3. Projects and activities approved for funding carried out in a timely fashion
4. Share knowledge broadly with University community
5. Submit report to Director of C-TEL (30 days after activity/project complete, no later than June 30)
6. Provide follow up assessment information to Director of C-TEL (if required)
C-TEL SMALL GRANT:

The Center for Teaching Excellence and Learning (C-TEL) promotes the development of creative approaches to teaching and learning at Washburn University. C-TEL Small Grants seek to promote the development of learning-centered teaching practices that emphasize active and collaborative learning. Grants focus on how teaching is done and support:

1. Attending conferences, workshops, or on-line training that primarily focus on pedagogy in higher education;
2. Purchase of software and accessories (e.g., microphone, webcam, etc.) directly related to pedagogical practice and the delivery of instruction (all resources purchased with grant funds remain the property of Washburn University);
3. Scholarly activity focused on teaching and learning (SoTL);
4. Stipends to stimulate the innovative development of courses, or curricula that:
   a. seek to develop digital pedagogies; or
   b. promote diversity and inclusive practices; or
   c. enhance the use of high impact practices; or
   d. develop new modes of teaching that are learner-centered

Preferences for all grants will be given to applications that seek to use innovative practices (rooted in the scholarship of teaching and learning) that seek to enhance student engagement and student learning.

C-TEL Small Grant Award Criteria:

1. Priority is given to projects that seek to employ new technologies, diversity, inclusive practices, or high impact practices into teaching and learning.
2. Conferences or workshops attended must be specifically designed for pedagogical enhancement in higher education.
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. Knowledge must be shared as broadly as possible.
4. Stipends are intended as awards to faculty for development of their credit bearing classes. Projects funded by stipends must result in significant changes, alteration, or development of courses, or curricula.
5. Projects designed to develop courses or curriculum must include a plan for systematic assessment of the impact of activities on student learning. Assessment results must be provided to C-TEL when the project is complete.
6. Projects must demonstrate a clear and specific anticipated link between proposed activity and enhanced student learning. Reference to the literature of scholarship in teaching and learning is essential to making this link.
7. Projects must demonstrate the potential to have an enduring impact.
8. C-TEL Small Grant Funds cannot be used to augment Sweet Sabbatical funds, or cover the cost of graduate coursework or dissertation work.
9. C-TEL Small Grant Funds can be used in association with an Academic Sabbatical if activities proposed are directly related to those outlined in the approved Academic Sabbatical application.

CURRICULUM DEVELOPMENT GRANT:

Washburn University is dedicated to assuring that our courses are current, high quality, and engage students in forms of learning that are essential to their success. The Curriculum Development Grant is designed to support the development and enhancement of teaching modules, courses, and curriculum that undertake innovations in discipline-based curricula and general education curricula. Proposals for the development of new teaching modules, courses, and curricula or the enhancement of existing modules, courses or curricula are welcome. Curriculum Development Grants focus on the delivery of high quality course content and support:

1. Purchase of tools, equipment, software, learning aids, materials, and supplies that directly support student learning. (all resources purchased with grant funds remain the property of Washburn University)
2. Enhancement of library resources directly related to course development.
3. Stipends to stimulate the development of significant innovations or enhancement of courses or curricula.
4. Travel (except for meals and entertainment) directly related to the creation of a new course.

Curriculum Development Grant Award Criteria:

1. Proposals must be applicable to present or future curriculum implementation at Washburn University and be sustainable.
2. Proposals must demonstrate the potential to have an enduring impact.
3. Proposals that focus on assuring that our courses and curricula are current, of the highest quality, and have a high potential for engaging students in their learning will be given highest priority.
4. Stipends are intended as awards to faculty for development of their credit bearing classes. Projects funded by stipends must result in significant changes, alteration, or development of courses, or curricula.
5. Development of all courses, and curricula must include a plan for the assessment of student learning.
6. Proposals must demonstrate a clear and specific link between the proposed activity and Program Student Learning Outcomes or University Student Learning Outcomes.
7. Curriculum Development Grants cannot be used to augment Sweet Sabbatical funds, or cover the costs of graduate coursework or dissertation research.
8. Curriculum Development Grants can be used in association with an Academic Sabbatical if activities proposed are directly related to those outlined in the approved Academic Sabbatical application.
9. Purchase of computer equipment is typically not funded through this grant budget.
10. Purchase of technologies (i.e. tablets) used primarily by instructors are not typically funded through this grant budget.

ASSESSMENT GRANT

Washburn University’s Vision 2022 statement identifies the development of effective assessment systems as a key strategy for maintaining our academic excellence. The assessment of student learning and the use of assessment evidence to improve teaching are important practices that the Assessment Grant seeks to encourage. The purpose of the Assessment Grant is to provide faculty with resources to facilitate their assessment practices in the courses, programs, and general education offerings. Assessment Grants fund:

1. Stipends for the development of new and innovative course-based, program level, or University Student Learning Outcome assessment;
2. Stipends for the development of processes and activities that facilitate the use of assessment data as a guide for program improvement;
3. Stipends for the development of processes and activities that enhance the sharing of assessment results;
4. Attending conferences (except for meals and entertainment) or on-line training directly related to learning assessment;
5. Purchase of instruments, equipment, materials or supplies related to assessment of student learning. (all resources purchased with grant funds remain the property of Washburn University).

Assessment Grant Award Criteria

1. Proposals must be applicable to present or future assessment practices at Washburn University.
2. Assessment Grants cannot be used to augment Sweet Sabbatical funds, or cover the costs of graduate coursework or dissertation research.
3. Assessment Grants can be used in association with an Academic Sabbatical if activities proposed are directly related to those outlined in the approved Academic Sabbatical application.
4. Stipends are intended as awards to faculty for development of their credit bearing classes. Projects funded by stipends must result in significant development in assessment practices.
Teaching/Learning Grants

C-TEL Small Grant
Curriculum Development Grant
Assessment Grant
Funding for July 1, 2015 – June 30, 2016

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

NAME ____________________________________________________________________________

POSITION/RANK _________________________________________________________________

DEPARTMENT/ACADEMIC UNIT ____________________________________________________________________________

Please indicate the type of grant for which you are applying. Check all boxes that apply.

☐ C-TEL Small Grant
☐ Curriculum Development Grant
☐ Assessment Grant

Please Attach:

1. Project Narrative
   a. Project Description
   b. Assessment Plan
   c. Timeline
   d. Plan to Share Knowledge
   e. Conference Information (if applicable)

2. Detailed Budget
   a. C-TEL Small Grant (Submit Attachment A)
   b. Curriculum Development (Submit Attachment B)
   c. Assessment Grant (Submit Attachment C)

3. Library Request for Evaluation Form and/or Instructional Media Request for Evaluation Form (if applicable).

AMOUNT REQUESTED $____________________________________________________________

Single Grant Application: (i.e. C-TEL Small Grant, or Curriculum Development or Assessment): $2000.00 (max.)
Combined Grant Application: (i.e. C-TEL and Curriculum; or C-TEL and Assessment): $3000.00 (max.)

1. Have you received prior funds for THIS project from the VPAA? ☐ YES ☐ NO
   a. If yes, indicated the amount $______________ and date received ______________

2. Have you applied for or received fund for THIS project from another source? ☐ YES ☐ NO
   a. If yes, indicated the amount $______________ and date received ______________

NOTE: A detailed description of any efforts made to secure alternative funding must be included with the proposal.
3. Have you received prior funds for a SIMILAR OR RELATED project from the VPAA?* □ YES □ NO
   a. If yes, indicated the amount $_________________ and date received ___________________

   *ATTACH information regarding the previous project.

4. Have you received a C-TEL Small Grant, Curriculum Development Grant or an Assessment Grant within
   the last two (2) fiscal years? □ YES □ NO
   a. If yes, indicated the amount $_________________ and date received ___________________

5. If awarded funds, are you willing to participate in the preparation and presentation related to your
   proposal/project? □ YES □ NO

APPROVALS

It is the faculty/staff member’s responsibility to ensure the completeness of the proposal, and that all required signatures are obtained.

By signing this application you agree to:

1. Complete the application including all necessary components required. Incomplete proposals and those for which a
   previous report/activity was not received will not be considered by the assigned committees.
   Purchase of equipment/supplies and implementation of project must begin no later than January 1 of the Academic
   Year the grant was awarded.

2. 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 teaching practices,
   curriculum development or assessment activities at Washburn University.

3. Provide the Director of C-TEL with copies of the materials that have been developed (for projects that include
   stipends). These should be included with your follow-up report submitted within 30 days of completion of grant
   funded activity.

4. Collect, monitor, and provide the Director of C-TEL with results of the assessment of student learning related to
   grant funded improvements to modules, courses, or curricula.

5. Your signature also indicates your willingness to participate in the preparation of a formal presentation related to
   your proposal/project.

______________________________  __________________________
Applicant                     Date

______________________________  __________________________
Department Chair or Area Head  Date

______________________________  __________________________
Dean                         Date

DELIVER TO VPAA OFFICE AFTER ALL REQUIRED SIGNATURES HAVE BEEN OBTAINED
Project Narrative

**Description**: Please describe the activity or project you are proposing. Use the grant descriptions and criteria to link the proposed activity to the stated funding criteria and priorities. All proposals must address how teaching and learning will be enhanced by proposed activity or project.

**Assessment Plan**: Please provide a description of how you will assess the impact of your proposed activity or project. Activities that include development of modules, courses, or curriculum must include the assessment of student learning.

**Plan to Share Knowledge**: Please provide a concrete plan for how you will share the knowledge you gain with the university community. Broad dissemination of results is preferred.

**Timeline**: Please describe when this activity will take place. Include a start date, completion date, and important milestones.

**Conference** (if applicable): Please list conference title, location, conference dates, and travel dates.

**Budget Justification**: Please provide specific details and justification of items listed on budget attachment.
## BUDGET PAGE FOR C-TEL SMALL GRANT PROPOSAL

(Complete as applicable to your proposal)

<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 @ $_________ /per night</td>
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<tr>
<td>Airfare (be specific as to who will be flying and destinations-to and from)</td>
<td>$</td>
</tr>
<tr>
<td>Mileage (be specific as to who will be traveling and destinations-to and from)</td>
<td>$</td>
</tr>
<tr>
<td>_______ miles @ $.56 per mile</td>
<td></td>
</tr>
<tr>
<td>Shuttle/taxi (be specific as to who will be traveling and destinations-to and from)</td>
<td>$</td>
</tr>
<tr>
<td>Stipend: (indicate, who will received the stipend and the time frame in which stipend funded activity will take place i.e. summer, Fall semester)</td>
<td>$</td>
</tr>
<tr>
<td>Technology/Software: (be specific with what is to be ordered and approx. cost) Do you have the hardware to support the software requested?</td>
<td>$</td>
</tr>
<tr>
<td>Supplies: (be specific with what is to be ordered and approx. cost)</td>
<td>$</td>
</tr>
<tr>
<td>Services/Personnel Assistance (be specific)</td>
<td>$</td>
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<tr>
<td>Other: (be specific as much as possible)</td>
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<tr>
<td>________________________________________________</td>
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<td>________________________________________________</td>
<td>$</td>
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<td>Total Expenses</td>
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<td>Other Funds Received:</td>
<td>($____)</td>
</tr>
<tr>
<td>TOTAL REQUEST:</td>
<td>$</td>
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**ATTACHMENT B**

**BUDGET PAGE FOR**

**CURRICULUM DEVELOPMENT GRANT PROPOSAL**

(Complete as applicable to your proposal)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td><strong>Stipend:</strong> (indicate who will receive the stipend, and the time frame in which stipend funded activity will take place i.e. summer, Fall semester)</td>
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<td><strong>Supplies:</strong> (be specific with what is to be ordered and approx. cost)</td>
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<tr>
<td><strong>Services/Personnel Assistance (be specific)</strong></td>
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<tr>
<td><strong>Total Expenses</strong></td>
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</tr>
<tr>
<td><strong>Other Funds Received:</strong></td>
<td>($  )</td>
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<tr>
<td><strong>TOTAL REQUEST:</strong></td>
<td>$</td>
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</tbody>
</table>
## ATTACHMENT C

### BUDGET PAGE FOR

**ASSESSMENT DEVELOPMENT GRANT PROPOSAL**

(Complete as applicable to your proposal)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td><strong>Stipend:</strong> (indicate who will receive the stipend, and the time frame in which stipend funded activity will take place i.e. summer, Fall semester)</td>
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<td><strong>Technology/Software:</strong> (be specific with what is to be ordered and approx. cost) Do you have the hardware to support the software requested?</td>
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<td><strong>Supplies:</strong> (be specific with what is to be ordered and approx. cost)</td>
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<tr>
<td><strong>Services/Personnel Assistance (be specific)</strong></td>
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<td><strong>Other:</strong> (be specific as much as possible)</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>$</td>
</tr>
<tr>
<td><strong>Other Funds Received:</strong></td>
<td>($)</td>
</tr>
<tr>
<td><strong>TOTAL REQUEST:</strong></td>
<td>$</td>
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</table>