BACKGROUND:
Washburn University offers grants to support to teaching and enhance student learning; C-TEL Small Grants. This grant is intended to encourage a specific type of pedagogical activity.

ELIGIBILITY:
- Full-time and part-time faculty members on ongoing, annual contract are eligible to apply
- 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
- $1500 is the maximum amount provided for a stipend

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 with a Descriptive Title
   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 through a poster presentation OR
5. Submit report to Director of C-TEL (30 days after activity/project complete, no later than June 30) AND provide a pedagogical framework for others who may be interested in developing similar projects.
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.
Teaching/Learning Grants
C-TEL Small Grant
Funding for July 1, 2016 – June 30, 2017

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

NAME ________________________________________________________________

POSITION/RANK ___________________________________________________________

DEPARTMENT/ACADEMIC UNIT _______________________________________________

Please Attach:
1. Project Narrative with a descriptive title
   a. Project Description
   b. Assessment Plan
   c. Timeline
   d. Plan to Share Knowledge
   e. Conference Information (if applicable)
2. Detailed Budget
3. Library Request for Evaluation Form and/or Instructional Media Request for Evaluation Form (if applicable).

AMOUNT REQUESTED $_________________________________________________________

Single Grant Application: $2000.00 (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 if you are continuing work on that project through this new grant proposal.
4. Have you received a C-TEL Small 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 provide a descriptive title along with a description of 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>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>$</td>
</tr>
<tr>
<td>Hotel: Nights @ $__/per night</td>
<td>$</td>
</tr>
<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>
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<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>
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<tr>
<td>Services/Personnel Assistance (be specific)</td>
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<tr>
<td>Other: (be specific as much as possible)</td>
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<td>________________________________________________________________________</td>
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<tr>
<td>Total Expenses</td>
<td>$</td>
</tr>
<tr>
<td>Other Funds Received:</td>
<td>($    )</td>
</tr>
<tr>
<td>TOTAL REQUEST:</td>
<td>$</td>
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</tbody>
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