Faculty Development Competitive Grant Application

Academic Year 2024-2025

Please complete this application in Microsoft Word. Then, submit this application online via the submission form located on the [Faculty Development Grant Application webpage](#). On your behalf chair and dean approvals will be sought by the Center for Excellence in Teaching and Academic Leadership (CETAL) staff. Feel free to follow up with your chair and/or dean at your convenience.

Section I: Identification and Background Information

Name:

Department/School:

Email Address:

Phone:

Chair's/Director's Name:

Department Administrative Assistant's Name*:
*i.e., the person responsible for budget

Dean's Name:

Proposal Title:

Dates of Activity:

Location of Activity:

Total Amount Requested:

Section II: Project Description

1. Provide an overview of the project and explain its importance to your teaching effectiveness. Describe the specific activity and identify **specific learning objectives** you hope to accomplish.

2. If you have received prior support from the Faculty Development Committee, describe when the support was received and how the project impacted your teaching effectiveness. Also share any broader impacts of that project (i.e., those beyond your own teaching responsibilities including benefits to other teaching faculty, your college, and/or the university).

3. Describe how the proposed project will be conducted. If the project involves participation in a conference-related workshop or seminar, please attach a copy of the program (if available), indicating which sessions will be attended. Indicate how you will actively participate in this event in ways that strengthen your teaching.

4. Explain how this project will enhance your instructional effectiveness. Also, indicate how widespread its impact will be (e.g., students, peers, and/or the curriculum). Specify which specific classes will benefit most from the project. ***Include annual enrollment numbers.***

5. Indicate the dates for the beginning and end of this activity. Specify any deadlines of which the committee should be aware. Please remember funds are *not* typically awarded retroactively, so your application must be approved by the committee before the beginning date of the project. (If you believe you have extenuating circumstances that warrant retroactive funding, contact the CTE *before* applying.)

Section III: Itemized Budget (Full Project)

Prepare a detailed, itemized budget of all expenses related to the project. Common conference expense categories include: conference registration, airfare, hotel, meals, transportation, etc. Common project-related expense categories include: project materials, supplies, transcription services, speaker fees, books, etc.

Please include any funding sources you expect in addition to this faculty development grant. (Failure to include this information may result in your grant application being rejected.)