Guidelines

Faculty Development Competitive Grant Guidelines and Application

UCA™

INSTRUCTIONAL
DEVELOPMENT
CENTER

presenting at a conference, an applicant may present a case for activities at the conference that do meet grant guidelines. Making a presentation does not automatically exclude an application from funding consideration. The applicant must build a compelling case for the *pedagogical impact* of conference **participation.** Improvements that will benefit a program or curriculum may be given preference over those that will impact only a single course.

Workshops, Courses, Professional Meetings
Although participation in any one of the above may be defined as faculty development, the committee does not fund attendance at professional meetings and conferences that are not related to improving faculty teaching; that is, related to the acquisition and/or improvement of skills or knowledge relevant to faculty's teaching responsibilities. The relationship can be to current or future courses or programs. Acceptable activities or meetings can focus on instructional design, content, or methodology. All proposals must include proper documentation such as the program and specific sessions the applicant plans to attend. The applicant must demonstrate that the conference, workshop, or course has an agenda that will assure active participation. The activity or meeting should be justified by explaining how it will improve the applicant's teaching.

Specific Guidelines:
1. Proposals related to the enhancement of pedagogy are more highly valued than proposals designed to enhance knowledge of subject matter. Applicants should emphasize the relationship of the proposed activity to pedagogical problems, solutions, and applications.

2. The committee shall not recommend funds for salary remuneration, stipends, or reassigned time replacement, office help or office supplies. Items ordinarily eligible for funding include travel, per diem, registration/tuition, and required course materials.

3. A faculty member may only receive <u>one</u> faculty development grant per academic year.

4. Support is generally <u>not</u> provided to faculty to attend the same conference in two consecutive years.

5. Due to the availability of limited funds, the Faculty Development Committee is reluctant to fund more than one faculty member to attend the same event. Preference would go toward funding one individual to bring back to campus the newly acquired knowledge/skills.

6. Recipients should be willing to share with the campus community what they gain from the funded activity (e.g., through an IDC program).

7. The typical grant award does not exceed $500; however, higher amounts will be considered depending on available funds.

Completing and Submitting the Application:
Once proposals have the department chair's and dean's approval, all the materials need to be digitized (scanned to PDF files) and submitted electronically to the Instructional Development Center (idc@uca.edu). Each proposal and its supporting documents should be created in a single PDF file. The IDC will then make the proposals available electronically to the Faculty Development Committee for review.

Responsibilities of the Recipient After Receiving the Grant:
Grant recipients must submit a final report no later than one year from the grant award.

The report should include the following:

- An evaluation of the extent to which the anticipated benefits of the project as stated in the grant proposal were accomplished. Were developmental goals or expectations met? How?
- An evaluation of the project's impact upon the recipient's teaching. How has teaching or curriculum been improved as a consequence of completing the project?
- A description of how information derived from this project has been disseminated to colleagues. Has the recipient shared information in formal or informal presentations, IDC events, or mentoring activities?
- Where possible, provide documentation to support your assessment of benefits.

New proposals by grant recipients will not be considered until a satisfactory final report (or, if warranted, a progress report) has been received by the IDC. Copies of the report should be provided to the chair and dean.

Faculty Development Competitive Grant Application

Note: This is intended to be an overview of the application. Please complete the actual application form available on the IDC website at http://uca.edu/idc/applynow/.

Section I: Identification and Background Information
Provide the requested information.

Section II: Project Description

Item A1. Provide a brief overview of the project and explain its importance to instructional development. Tell what the specific activity is, and explain why it would be important in your instructional development. Identify specific objectives that you hope to accomplish.

Item A2. If you have you received prior support from the Faculty Development Committee, briefly describe when the support was received and how the project impacted your teaching effectiveness. Describe also 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.

Item B. Clearly describe how the project will be conducted. If the project involves participation in a workshop, seminar, or similar forum, attach a copy of the program indicating which sessions you will attend and any other relevant information. Indicate how you will participate in this event.

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

Item D. Indicate the dates for the beginning and end of this activity. Specify any deadlines of which the committee should be aware. Please remember that funds are _not_ typically awarded retroactively, so your application must be approved by the committee before the beginning date on your proposal. (If you believe you have extenuating circumstances that warrant retroactive funding, contact the IDC _before_ applying.)

Section III: Itemized Budget
Prepare an itemized account of all expenses for which funding is requested.

Travel costs for hotel, food, and mileage are governed by the federal per diem rates found at: http://www.gsa.gov/portal/content/104877. Variance from these rates require justification according to the travel regulations (http://uca.edu/financialaccounting/travel/). Include relevant dates and cities for travel expenses.

The budget items should clearly correspond to the description of the project methodology in Section II, Item B of the application form.

Section IV: Evaluation by Department Chair

Item A. On a scale from 1 (not at all) to 5 (to a great extent), how much do you think that the proposed activity will contribute to the department's teaching mission?

Item B. Briefly outline how you will facilitate the dissemination of project results to the department.

Item C. Please add any additional information that you think might help the committee in making a funding decision (optional).

Section V: Evaluation By Dean

Item A. On a scale from 1 (not at all) to 5 (to a great extent), how well do you think that the proposed activity aligns with the teaching mission of the college?

Item B. Please add any additional information that you think might help the committee in making a funding decision (optional).