



Application

Faculty Development Competitive Grant
Application

UCA[™]

INSTRUCTIONAL
DEVELOPMENT
CENTER

Faculty Development Competitive Grant Application

(Revised 10/15/14)

Please refer to the Guidelines when completing this 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.

Section I: Identification and Background Information

Applicant's Name: _____

Department: _____

Email address: _____

Phone: _____

Proposal Title: _____

Dates of Activity: _____

Location of Activity: _____

TOTAL AMOUNT NEEDED FOR THIS PROJECT: \$ _____

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 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 will be attended and any other relevant information. Indicate how the applicant will participate in this event.

Item C. Explain how this project will enhance 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

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?

1	2	3	4	5
Not at All		<input type="checkbox"/>		Great degree
		[Drag & Drop Box Over Selection]		

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

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

Signature below signifies your endorsement of the project.

Name

Date

Section V: Evaluation By Dean

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?

1	2	3	4	5
Not at All		<input type="checkbox"/>		Great degree

[Drag & Drop Box Over Selection]

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

Signature below signifies your endorsement of the project.

Name

Date

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.