

Call for Proposals

AASU Teaching & Learning Grants 2007-2008

AASU's Office of Academic Affairs calls for proposals for funding teaching and learning projects for the 2007-2008 academic year. **Grants of up to \$2,500 are available for projects that can demonstrate a propensity to enhance teaching and learning.** The Faculty Development Committee will review proposals and make recommendations for funding to the Vice President and Dean of Faculty. The final decision on funding will be made by the Vice President.

General Guidelines

- All full-time faculty members (tenure track and non-tenure track) are eligible to apply. A faculty member may serve as a *collaborator* on any number of proposals, but may serve as the *project director* on only *one* Teaching and Learning grant *or* Research and Scholarship grant per academic year. Grant-supported Teaching & Learning projects must be implemented in the spring of 2008.
- Projects must explicitly address issues related to university-level teaching and learning.
- If the project includes research involving human subjects, Institutional Review Board (IRB) approval may be submitted after the deadline but must be submitted before the grant can be awarded.
- Applications must be made using the attached form. The review criteria (on the next page) should be addressed using no more than four pages (double-spaced, 12-point font) in addition to the attached form. No attachments other than IRB approvals are permitted.
- Proposals will be evaluated using the criteria on the next page.
- Awards must be spent during the 2007-2008 fiscal year. If deadlines for submission of requests for payment (either salary or other expenses) are not met, payment may be made in the next fiscal year *only upon authorization by the respective department head and the Vice President and Dean of Faculty*. Salary items will be paid as regular compensation at the end of May 2008. Applicable taxes and retirement amounts will be deducted. The award will be charged the employer FICA/FICA MED contribution of 7.65% and the employer retirement contribution of 9.24% (TRS) or 8.13% (ORP). Grant funds may be used for faculty compensation provided the request is communicated to Ms. Phyllis Panhorst in the Office of the Vice President and Dean of Faculty by April 25, 2008. All other pay requests (check requests, travel statements, etc.) must be received by Financial Services no later than June 2, 2008.
- Grant recipients must submit final project reports to the Assistant VP for Sponsored Programs no later than September 12, 2008.
- Completed applications must be received by **5:00 p.m. on Friday, October 19, 2007**. The original application *and* ten copies are to be delivered to **Dick Nordquist, Office of Faculty Development (Solms 211)**.
- For further information, contact **Dick Nordquist at 921 5991**.

Competition Review Criteria for Faculty Teaching and Learning Grants

In general, projects submitted to this competition should aim to foster faculty development by strengthening the quality of classroom instruction and student learning. (For examples of proposals funded in past years, please see the list of Teaching & Learning projects on the grants page of the Faculty Development web site: www.faculty.armstrong.edu/FDgrants.htm.) Projects should *explicitly* address issues related to teaching and learning with clearly defined outcomes, methods of assessment, and strategies for communicating results to other interested faculty (which may include publication).

I. Project/Course Description

Has the grant writer clearly described the nature and purpose of the proposed project?

II. Demonstrated Need

Have the needs of the identified target population been adequately described, and is there evidence that the proposed project supports departmental/institutional goals?

Have needs relating to improving student learning outcomes been clearly identified? Is there a clear connection between the proposed professional development activities and the faculty member's instructional goals/needs?

III. Anticipated Improvement in Teaching & Learning

Does the proposal clearly explain how the proposed activities will address the demonstrated need?

If the project involves enhancement of a course, are effective instructional methods being proposed, and does the proposal explain how each activity will improve teaching and learning?

IV. Evaluation of Outcomes/Impact

Does the proposal outline a realistic plan for the evaluation of teaching and learning outcomes?

If appropriate, has a timeline been provided for teaching the enhanced course and has an estimate of the number of students been given?

Does the proposal clearly identify the scholarly product(s) that might result from this project and the methods for communicating results to other interested faculty?

V. Budget Justification

Has the grant writer provided a breakdown of the costs for the project?

Does the budget seem reasonable for both the effort and the anticipated results?

If release/reassigned time is requested, has it been adequately justified?

VI. Compliance with Application Procedures

Is the body of the proposal *no more than* four pages, 12-point font and double-spaced?

Does the proposal include signatures from the department head and dean? (If not, the proposal will not be reviewed.)

Has the grant writer provided the original application plus ten copies for committee review?

Application Form
AASU Teaching & Learning Grants 2007-2008

Name of Project Director: _____

Name(s) of Collaborator(s) [if applicable]: _____

Department of Project Director : _____

Title of Proposal: _____

Project Start Date: _____ Project End Date: _____

Budget <i>(please explain all costs in your narrative)</i>		
	<i>Grant Funds</i>	<i>Other Sources of Funds</i>
Equipment:		
Semester Replacement Instructor Costs (see your Department Head for rate):		
FICA/Med. (7.65% of summer extra compensation only)		
Student Stipends:		
Supplies and Communications:		
Travel:		
Other (please specify):		
TOTAL:		

*I agree to abide by current University policies on conflicts of interest, misconduct in science, the use of human subjects and vertebrate animals in research, and other University research policies as appropriate. I certify that the required actions regarding compliance have been taken and that my associates on this project will be informed of the requirements of these policies.**

Project Director

Date

**Policies are referenced in the *Faculty Handbook* and may also be found in the *AASU Grants and Contracts Manual for Research and Sponsored Programs*, section 3.*

Comments by Department Head (*attach a separate page if necessary*):

Signature of Department Head

Date

Comments by Dean (*attach a separate page if necessary*):

Signature of Dean

Date

