

INSTRUCTIONAL DEVELOPMENT GRANT PROPOSAL GUIDELINES 2005-2006

TO: ALL FACULTY MEMBERS

FROM: UNIVERSITY SENATE FACULTY DEVELOPMENT COMMITTEE

We invite faculty to apply for **funds that will support instructional development projects and on-line course development projects.**

INSTRUCTIONAL DEVELOPMENT PROJECTS

Individual faculty may apply for up to \$2,500 to support instructional development endeavors. Groups of faculty, either within a discipline or across disciplines, may apply for up to \$4,000 to support interdisciplinary development or departmental endeavors. The projects may be for any instructional improvements but preference will be given to those that include Cooperative Learning and/or improvements using technology in the classroom. Funds may be used to support external, in-house, and planning expenses. External expenses may include fees for seminars or educational conferences; materials, videos for classes offered by outside vendors; travel/housing/per diem costs associated with training/development; and miscellaneous developmental leave expenses. In-house expenses may include outside consulting fees; materials, videos for classes offered internally; orientation expenses; and fees for attending courses offered by Continuing Education. Planning expenses may include needs assessment costs; evaluation costs, consultant expenses; and administrative costs. **No Instructional Development Grant funds, however, are available for salaries (faculty or student). Proposals requesting funding for computer hardware may be considered, but priority will be given to proposals requesting “operations” only funding.**

Instructional Development Grant Funds Proposal Deadline

<u>Grant Categories</u>	<u>Maximum Funding</u>	<u>Proposal</u>
<u>Deadlines</u>		
Course Development Projects	\$2,500	December 5, 2005
Inter/Intra-disciplinary Projects	\$4,000	December 5, 2005

General Criteria for instructional development grant:

All **instructional development** grant projects must meet the following criteria to be considered:

1. The proposed activities must be clearly aimed at **improving student learning** either directly or indirectly.
2. The projects must provide opportunities for the project director(s) **to gain new knowledge and expertise for their professional roles.** Projects should go beyond what conscientious instructors would be expected to do to keep their courses current and of high quality.

- 3. Proposals must be written in the proper format (see page three) in order to be reviewed by the Faculty Development Committee.**

Instructional Development Grant Project Category Description

Course Development Projects

Maximum Funding: \$2,500

These project grants are intended to provide support for the development of new courses and the improvement of existing courses. The projects should propose innovative approaches to improve student learning through the development of new methods, instructional materials, or alternative instructional delivery systems, or by the acquisition of skills that enhance teaching and learning. Projects under this category must give evidence of **substantial creative or scholarly efforts** by the faculty member. **The proposal must demonstrate that the project surpasses traditional expectation of course development and revision.**

Interdisciplinary/Intradisciplinary Projects

Maximum Funding: \$4,000

This category of grants gives individuals, from one or more disciplines, the opportunity to design **collaborative** projects. **The project must be a collaborative effort.** Inasmuch as the project must be linked to the improvement of student learning and professional development of the faculty, its aim could be curriculum change, implementation of new instructional delivery systems, or opportunities for the faculty members= continuing growth as scholars and contributors to the campus community.

FORMAT FOR INSTRUCTIONAL GRANT PROPOSALS

The information required in the proposal for a faculty development grant must be presented using the format below. Proposals should be written with clarity and brevity. **Proposals must be double-spaced and should not exceed five pages including the budget.**

1. Cover Letter

The proposal should be accompanied by a cover letter that should a) indicate the fund category, b) give a brief summary statement, and c) indicate the principal investigator or person to whom correspondence is to be directed. The letter also should be co-signed by the department chair.

2. Introduction: Need/Problem/Purpose Statement

The introduction should give an overview of proposed grant activities. The proposal should offer statistical, theoretical, or other evidence that the need, problem, and purpose are of demonstrable significance in student learning, either directly or indirectly. There must also be a clear and explicit explanation as to how project activities will allow the

project director(s) to gain new knowledge and expertise for their professional roles. The introduction should be no more than one page.

3. Project Description

In describing the activities for which you seek grant support, please observe the following:

- a. Objectives should be stated precisely and where possible, in measurable terms.
- b. Methods should flow logically from project objectives and be described clearly.
- c. (Optional) A short resume may be attached to the proposal.

4. Outcomes and Student Impact

Describe the specific outcomes and impact expected, direct or indirect, on student learning and on the project director's professional development and estimate the number of students directly or indirectly affected by the project.

5. Project Evaluation

State how the impact of grant activities on student learning will be evaluated. Indicate the methods you will use to assess whether or not your project has impacted students either directly or indirectly.

6. Dissemination of Results

State your plans for disseminating project findings or results to other faculty if relevant--this is particularly important for collaborative projects. Indicate how the results of your grant-supported activities will benefit other faculty.

7. Project Budget

Present a budget for your activities in enough detail so that the reviewing committee has an adequate understanding of how you propose to spend the grant money.

- a. Identify contributions, e.g., financial assistance from department, college, or unit; your own time in carrying out project (you need not set a dollar figure on your own time.)
- b. Itemize expenditures with dollar amounts needed. List explicitly and accurately all budget line item costs, e.g., for travel or supplies.

8. Project Duration

Prepare a time schedule for the total duration of the project, listing activities from time of project initiation to project completion with projected dates. The proposal should contain a date for the submission of your final project report.

1. Funding Restrictions

- a. **No grant funds for projects in the instructional development category can be used for salary (faculty or student)** and regular NDSU accounting procedures will be followed.
- b. All Instructional Development grant funds must be spent and all bills submitted by June 30, 2006; projects calling for multi-period funding will not be reviewed.

2. Submitting Proposals

Applicants should submit **5 copies** of their proposals to the **Office of the Provost and Vice President for Academic Affairs, Old Main 103** on or before the deadline, **December 5, 2005**.

3. Notification of Funding Approval

- a. Every effort will be made to notify applicants of the acceptance or rejection of their proposals within four to six weeks following proposal submission deadlines.
- b. Funds will be available immediately after proposals have been approved for funding.

4. Submission of Final Report

Recipients of faculty development grants will be expected to submit a final **report** at the completion of the project. The report should be concise and include:

- a. An abstract of 3-4 sentences or a short paragraph.
- b. A paragraph on the project objectives and the procedures employed (activities for which grant support was used).
- c. A paragraph describing the outcome or products, e.g., material developed, expertise obtained, presentations made to faculty.
- d. Your evaluation of the direct or indirect impact on student learning and on your own professional development.
- e. Your evaluation of the overall success of the project.
- f. Your plans, if any, for sharing or disseminating project findings or results to other faculty.
- g. Budget summary of project expenses.

Non-submission of final report will preclude consideration of future instructional grant proposals.

Two copies of the final report are due, one to R. S. Krishnan, Associate Vice President for Academic Affairs (Old Main 103), and one to William Martin, Chair, Faculty Development Committee. Unexpended project funds revert back to the office of the Provost and Vice President of Academic Affairs.