

CTE Small Grants Program, AY2011-2012 Application

VIRGINIA COMMONWEALTH UNIVERSITY
CENTER FOR TEACHING EXCELLENCE
SMALL GRANTS PROGRAM, AY2011-2012 APPLICATION

Purpose

The purpose of the CTE Small Grants Program is to supply VCU faculty with necessary resources to support their own development as learning-centered teachers in alignment with the VCU strategic plan, Quest for Distinction. Especially encouraged are proposals that can demonstrate how the funding will be used to grow a larger project that will have a direct impact on student engagement in and outside of the VCU classroom. The Program is supported through the Office of the Provost.

Applicants are also encouraged to consult with CTE Small Grant Program Coordinator, Phillip M. Edwards (pmedwards@vcu.edu), or other CTE staff for additional information concerning program policies and procedures. The CTE website also features final reports from prior recipients as examples of the kinds of projects which have been completed under previous award cycles.

Governing Policies

The Program is governed and applications are evaluated by the CTE's Small Grant Program Committee and is administered through the Center for Teaching Excellence.

Proposals from all faculty are welcomed and due by 5:00p.m. on Monday, October 31, 2011. Applications received past this deadline, including incomplete or partial applications, will not be considered for funding.

Awards will be made on the basis of merit without reference to quotas or distribution among fields and departments.

Eligibility

1. The Program is open to all VCU faculty members. Applications from non-full-time faculty members must include an accompanying letter from the chairperson guaranteeing salary support for this academic year and next.
2. The Program will also consider applications from programs, departments, and schools requesting aid to implement programs that have a direct impact on teaching and learning.
3. Faculty members who have received a CTE small grant in the past three years (2008-2009, 2009-2010, or 2010-2011) are not eligible for this year's grant.

Funding Parameters

1. The AY2011-2012 award cycle begins January 2, 2012 and ends August 22, 2012. Proposals will not be funded for periods exceeding this time period. Note: All grant funds must be spent by the end of the fiscal year (June 30, 2012). Funds not used by that date will be returned to the VCU Center for Teaching Excellence.

2. The maximum amount awarded is \$5000.

3. Eligible expenses include (but are not limited to): small pieces of equipment; computer hardware/software; supplies; personnel; and/or travel (must be directly related to faculty teaching development).

4. Grant proposals requesting computer hardware and/or peripherals (desktops, laptops, tablet PCs, netbooks, handheld devices, "clickers", etc.) must include a signed letter of support from the school- or department-level IT Director. The letter should indicate approval of the request and acknowledge a plan for providing technical support to ensure the successful implementation of the proposed project.

5. Funds for projects selected for support will revert to the VCU Center for Teaching Excellence if for any reason the project is not begun within three months of the award date.

6. Unused funds will revert to the VCU Center for Teaching Excellence upon termination of the award.

Application Process

Submit (1) the completed online application (via REDCap), (2) a five-page proposal (conforming to the format and guidelines below), and (3) an abbreviated version of your Curriculum Vitae (maximum two pages).

Applicants are also encouraged to consult with CTE Small Grant Program Coordinator, Phillip M. Edwards (pmedwards@vcu.edu), or other CTE staff for additional information concerning program policies and procedures.

The deadline for submissions is 5:00p.m. on Monday, October 31, 2011. Applications received past this deadline, including incomplete or partial applications, will not be considered for funding.

Notification to applicants about funding decisions will be mailed by Friday, December 16, 2011.

Application Format

1. All applications and supporting materials submitted electronically via REDCap

2. Proposal specifications: maximum length of five typed pages, double-spaced, one-inch margins all around, in 12-point typeface

3. Proposal content:

3a. Background description

3b. Objectives of proposed project

3c. Description of the proposed teaching activity

3d. Significance of the project; ties to the University's mission/vision statement and strategic plan; and potential for growth beyond this project

3e. Anticipated impact on teaching practices, classroom instruction, and/or student learning/engagement; as well as the number and general description of student demographics

3f. Plan for growing or continuing the project beyond AY2011-2012

3g. Assessment plan (e.g., how do you plan to assess whether the proposed outcomes were realized?)

4. Itemized budget

5. Curriculum Vitae: maximum of two pages; include only material relevant to this grant application, with emphasis on teaching- and learning-related activities and experiences

Final Report

The final report from funded project can take at least one of three forms: a written report, presentation to the VCU community, or a peer reviewed external publication and/or presentation at a local/national conference. All final reports must include an abstract that will be published in the CTE newsletter and/or the CTE website. Written reports must be in a format acceptable for publication to an outside agency. Written reports will be made public in the format in which they were received by the CTE. Written final reports and presentations to the VCU community must include: an abstract; a brief overview of project; project objectives; assessment procedures; and results/outcomes.

Exhibitions, performances, presentations and publications resulting from funded proposals should acknowledge the CTE Small Grants Program.

The CTE website also features final reports from prior recipients as examples of the kinds of projects which have been completed under previous award cycles.

In order to complete your submission, you will need to upload the following documents at the end of the application: (1) your project proposal (max. 5 pages); (2) your abbreviated Curriculum Vitae (max. 2 pages); (3) a letter of support from your chairperson (adjunct faculty only); and/or (4) a letter of support from your IT director (for projects requesting computer hardware, software, or peripheral devices only). You may save the information from your application at any point; REDCap will provide a unique validation code that will allow you to return to complete your application. A complete set of questions from the application are available on the CTE website; however, depending on the nature of your proposed activities, not all questions listed may apply to your specific submission. Are you ready to continue to the application?

 Yes No

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APPLICANT INFORMATION

Last name _____

First name _____

Middle initial _____

Faculty rank _____

School / Department _____

P.O. Box Number _____

Phone number _____

(Please enter a 10-digit number: (xxx) xxx-xxxx)

Email address _____

Appointment status

- Tenured
 Tenure-eligible
 Collateral/clinical
 Adjunct

Note: adjunct faculty at VCU must attach a letter of support from your chairperson guaranteeing salary support for this upcoming academic year and next. You will be able to upload an electronic version of this letter near the end of this application.

Were you a mentee in the CTE Junior Faculty
Mentorship Program?

- Yes
 No

In what year?

In the past three years, have you received
funds--from external sources, from internal grants,
and/or from start-up funding--which have been used to
support your teaching?

- Yes
 No

Please provide details about the source/title of the
funds, the amount received, and the dates of
funding.

Also include a brief summary of the results/outcomes
of these funded projects and an explanation of how
the teaching activity you are proposing differs from
these other funded teaching activities.

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PROPOSAL INFORMATION

Project title:

Is this a new proposal?

- Yes
 No

Is this a resubmission?

- Yes
 No

Please provide the names and departments for any other faculty and/or students who will be directly involved as collaborators in the project.

Have you applied or do you plan to apply for other internal sources of funding to support this project?

- Yes
 No

Please provide details about the source/title of the funds, the amount received or anticipated, and the dates of funding.

Have you received or do you anticipate receiving matching funds from your department or school to support this project?

- Yes
 No

Please provide details about the source/title of the funds, the amount received or anticipated, and the dates of funding.

Have you applied or do you plan to apply for other external sources of funding to support this project?

- Yes
 No

Please provide details about the source/title of the funds, the amount received or anticipated, and the dates of funding.

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ITEMIZED BUDGET

Hourly personnel _____
(Enter to the nearest whole dollar)

Supplies _____
(Enter to the nearest whole dollar)

Equipment _____
(Enter to the nearest whole dollar)

Travel _____
(Enter to the nearest whole dollar)

Other _____
(Enter to the nearest whole dollar)

If you have requested 'Other' funds, please specify
how this funding would be allocated. _____

Total _____
(The maximum amount awarded is \$5000.)

Justification for requested funds: Please describe
the need for the requested funds and how the request
directly relates to your teaching agenda. _____

Note: if you are requesting funding for computer hardware, software, and/or peripheral devices, you must attach a letter of support from your school- or department-level IT director which acknowledges a plan for providing technical support. You will be able to upload an electronic version of this letter near the end of this application.

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DOCUMENT UPLOADS