TEACHING GRANTS COMMITTEE
Information on 2019/2020 Teaching Grant Proposal

The purpose of these grants is to support new innovative and/or creative teaching approaches with aims to improve instruction at the University.

Eligibility for Teaching Grants
- Full time tenured, tenure-track, and fixed-term faculty members are eligible to apply for these grants. The Committee’s evaluation criteria are included at the end of this document. A listing of previously funded proposals is available on the Committee’s website at: http://www.ecu.edu/cs-acad/fsonline/tg/teachinggrants.cfm.
- Previous recipients of Teaching Grants projects are eligible if they have submitted all reports for previously funded Teaching Grants projects and at least one academic year has elapsed since their last Teaching Grants award.
- Faculty from Academic Affairs and Health Sciences are eligible to apply.

Application Process
Each grant proposal consists of the following parts:
- Signature Form signed by the applicant and the Chairperson (or Dean, as appropriate) of each applicant’s unit involved
- Proposal Review Package including
  - Title and Abstract
  - Narrative
  - Budget
  - Appendices
- Checklist

Submit by the deadline of 5 pm, Monday, November 5, 2018 two (2) signed, printed copies of the complete application including the original signature form, review package, and checklist to the Teaching Grants Committee, c/o Faculty Senate Office, 140 Rawl Annex, Mail Stop 109, and one (1) electronic copy of the review packet in PDF format to facultysenate@ecu.edu. There is a blind review of the proposals; therefore, the applicant’s name should only appear on the (2) signed, printed signature forms and not appear anywhere in the electronic copy of the proposal review packet.

NO PROPOSALS WILL BE ACCEPTED AFTER THE DEADLINE.

Completing the Application (p. 5)
Items 1-5 must be completed and submitted together. For your convenience, there is a checklist of the required items included in these materials (p. 8). Grant applicants are asked to attach the proposal cover sheet and checklist only to the two signed print copies of the proposal. The electronic PDF copy should not include a cover sheet, signed application or checklist.

Item 1: Completed Teaching Grant Proposal Signature Form
All fields of the proposal form must be completed. The two submitted copies of the signature form must include signatures of the applicant and the unit head.

Item 2: Proposal Review Packet
Because your proposal will be read by people from many disciplines, it should be clear and free of specialized terms, jargon or technical language. The electronic PDF copy will be used for review; therefore, to ensure anonymity, the electronic copy should not include the signed application form or checklist.
  - Proposal Title and Abstract (page 1)
    The abstract should be between 100 and 200 words, use non-technical language, and indicate course number and title.
  - Proposal Narrative (pages 2-5)
    The format of the proposal description must:
- Be no more than four 8 1/2 x 11" double-spaced pages with 1" margins on top, bottom, and both sides of each page. No proposal with a description over four pages in length will be considered.
- Use Microsoft Times New Roman 12-point type.

The applicant must verify that the PDF file meets the formatting requirements.

Include each of the following sections in your Teaching Grant Proposal Narrative:

1. Purpose/Objective
   The purpose of these grants is to support new innovative and/or creative instructional approaches with aims to improve teaching. Give specific objectives and student learning outcomes.

2. Project Description (Approach/Method/Procedure)

3. Need and Impact
   The need and impact section should show the percentage of each relevant course that will be impacted, the level of the course, the normal size of the course, and how often the course will be taught. The course must have already been approved by all relevant committees. Applicants should seek Institutional Review Board (IRB) approval, if required for the type of project (http://www.ecu.edu/irb). Make it obvious how the project will affect the applicant's teaching and student learning outcomes.

4. Schedule of Activities and Their Proposed Deadlines for the weeks of summer session 1.
   Please provide a brief rationale as to why the proposed project requires summer stipend (if applicable) or why the project cannot be accomplished during the regular semester. A summer stipend may be shared among more than one applicant on one proposal. Proposals with more than one applicant must specify the unique contribution of each applicant.

5. Evaluation Plan
   Part of your evaluation plan should include a short list of questions that will be submitted to the students in impacted classes, and peer evaluations. Make your evaluation plan clear. Be specific as to what you intend to do to determine the effectiveness of your end product.

Item 3: Budget
   Complete the attached proposed budget (p. 5) for the Project Expense portion of the Grant. Summer stipend amount should NOT be included in the budget. If you are requesting Project Related Expenses OR Dual Summer Stipend and Project Related Expenses, you should complete this item.

   Attach a separate page to the budget that justifies and explains each line item requested. Travel requests must be directly related to the proposed project. Requests to attend regularly held professional meetings or conferences should be thoroughly explained and justified. The proposed travel items may not replace or supplement academic-unit travel funds. List other sources for funding. Be specific on budget items. List to whom tuition or honoraria are to be paid, who is traveling where, how, and when, and your source of price estimates. Student wages are not an allowable expense. If an item is not applicable, please indicate by N/A.

Item 4: Appendices
   The appendices must include the following items (a-f). Additional supporting materials and appendices beyond a-f are discouraged.
   (a) Attach a bibliography (Works Cited section) for the proposal.
   (b) List courses you teach and your scholarly interests that are relevant to this proposal. If you have release time or compensatory time applicable during the proposed project period, provide brief details.
   (c) List all proposal titles and dates of grants previously funded by the Teaching Grants Committee, and include a brief synopsis of the outcomes and impact of that funding (maximum of 150 words).
   (d) If applicable, indicate IRB approval or evidence of application to IRB
   (e) If consultants are to be used in the Project Expense Grant, provide their credentials and your rationale for hiring them.
(f) If your project involves attending a workshop or seminar, attach a copy of the flyer or announcement. (These items must be discussed and justified in the proposal narrative.)

Item 5: Checklist
Attach this checklist (p.8) to ensure that you have completed all the necessary items. The application process involves a blind review of the proposals; therefore, the applicant’s name should only be on the two original application forms, proposals, and checklists.

**Evaluation:**
The attached Evaluation of Proposal form (p. 11) shows the criteria that will be used by the Committee to evaluate the grant proposal. This form should not be included in the proposal packet submitted to the committee.

A quality proposal includes
- Applications that are complete and meet all guidelines for content and formatting including font size, line spacing, page limits and margins.
- Proposals for course revisions that describe innovative and/or creative approaches that go beyond the usual course maintenance and normal workload expectations.
- Use of nontechnical or laymen’s language suitable for readers from all fields.
- A clear impact statement that describes how the teaching will be enhanced and learning outcomes improved.

Examples of proposals that will **not be considered** for funding include
- Proposals for course revisions that should be expected as usual course maintenance.
- Proposals for course development that does not include innovative or creative approaches and/or falls within normal workload expectations.
- Proposals that are primarily research focused and/or have been submitted/funded in the same year by the Research/Creative Activities Grant committee.
- Proposals that develop a program handbook or recruitment materials.

**Reports Grant Recipients Must Submit (pp. 9-10)**
The following reports must be submitted by the grant recipients to the Teaching Grants Committee c/o Faculty Senate Office, 140 Rawl Annex, Mail Stop 109. These reports are **not** to be included in the proposal packet submitted to the committee.

**Progress Report.** Attached is a copy of the Progress Report (p. 9) that will be completed by the grant recipients to report the **current status** of the project. Progress reports are due no later than October 1, 2019. Progress reports from previously funded grants must be on file with the Committee before an additional application will be considered.

**Summative Report.** Attached is a copy of the Summative Report (p.10) that will be completed by the grant recipients at the **conclusion** of the grant period. Summative reports are due no later than May 15, 2020, of the next academic year. Summative reports from previously funded grants must be on file with the Committee before an additional application will be considered.

*(Faculty Senate Resolution #17-54, April 2017, editorially revised September 2018)*
East Carolina University
TEACHING GRANTS COMMITTEE
Application for 2019/2020 Teaching Grant
SIGNATURE FORM

The applicant's name should appear on the two (2) copies of the original Signature form and Checklist only. The electronic copy of the Proposal Review Packet should not include names to ensure anonymity.

1. Proposal Title:

2. Name:

3. School/Department/College:

4. Please check one:  
   - Summer Stipend [ ]  
   - Project Related Expense [ ]  
   - Dual Summer Stipend and Project Related Expense [ ]  
   - Project Amount Requested:  
     (Summer stipends are not included in the project amount requested.)

5. Complete the attached checklist and attach it only to the two (2) signed print copies of the original proposal.

The application process involves a blind review of the proposals; therefore, the electronic copy of the Proposal Review Packet should not include a Signature Form, Checklist, or Evaluation Form.

6. I understand and accept the terms and conditions set forth in the Teaching Grants Committee Grant Application Guidelines, including the requirement for Progress/Summative reports.

   ___________________________________________________     ____________________________
   (Signature of Applicant)                                      (Date)

7. I have reviewed this grant application and believe that the applicant/s is/are qualified and that this project will be of substantial benefit to this unit. I understand that the unit is responsible for processing grant expenditures.

   ___________________________________________________     ____________________________
   (Signature of Unit Head)                                      (Date)
East Carolina University
TEACHING GRANTS COMMITTEE
Application for 2019/2020 Teaching Grant
Proposal Review Packet

This packet will be used for a blind review of the proposals. The applicant’s name should not appear anywhere in the proposal review packet. The review packet must adhere to the formatting guidelines described above. Failure to adhere to the formatting guidelines could result in the proposal not being considered for funding.

The review packet should begin on a new page and should not include these instructions.

1. Give a brief description of the project. Each of the following will be used to evaluate your proposal. The proposal must use these headings in the following order:
   (a) Proposal Title and Abstract including course number and title
   (b) Proposal Narrative
      1. purpose/objective
      2. project description (approach/method/procedure)
      3. need and impact
      4. schedule of activities and their proposed deadlines for SS1
      5. evaluation plan

2. Complete the attached budget form for the Project Expense portion of the Grant. Summer stipend amount should NOT be included in the budget. If you are requesting Project Related Expenses OR Dual Summer Stipend and Project Related Expenses, you should complete this form.

3. Appendices
   The appendices must include the following items. Additional supporting materials and appendices are discouraged.
   (a) Bibliography (works cited) for the proposal.
   (b) List courses you teach and your scholarly interests that are relevant to this proposal. If you have release time or compensatory time applicable during the proposed project period, provide brief details.
   (c) List all proposal titles and dates of grants previously funded by the Teaching Grants Committee and include up to 150-word description of the outcome and impact of proposals.
   (d) If applicable, indicate IRB approval or evidence of application to IRB
   (e) If consultants are to be used in the Project Expense Grant, give credentials and your rationale for hiring them.
   (f) If the project involves attending a workshop or seminar, attach a copy of the flyer or announcement. (These items must be discussed and justified in the proposal narrative.)
East Carolina University  
TEACHING GRANTS COMMITTEE  
Budget for a 2019/2020 Teaching Grant  
(Request for Summer Stipend Grant does not require a budget.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Funding Requested</th>
<th>*Funds from Other Sources</th>
</tr>
</thead>
</table>
| a) Honoraria  
  Banner Account # | $ | $ |
| b) Educational/Research Supplies  
  Banner Account # | $ | $ |
| c) Travel Expenses  
  Registration fees  
  Banner Account # | $ | $ |
|   Travel Expenses  
  - other  
  Banner Account # | $ | $ |
| d) Communication – Telephone  
  Banner Account # | $ | $ |
|   Communication - Postage/mail  
  Banner Account # | $ | $ |
| e) Printing  
  Banner Account # | $ | $ |
| f) Other Services (engraving, ads, food, services)  
  Banner Account # | $ | $ |
| g) Equipment - under $500.00  
  Banner Account # | $ | $ |
|   Equipment - over $500.00  
  Banner Account # | $ | $ |
| TOTAL | $ | $ |

Student wages are not an allowable expense. Projects expenses are subject to funding availability.

*Identify Other Funding Sources:
East Carolina University
TEACHING GRANTS COMMITTEE
Checklist for a 2019/2020 Teaching Grant

Since there is a blind review of the proposals, the applicant's name should appear on the two signed copies of the original application form, proposal, and checklist only. The electronic copy should not include an application form or checklist, to ensure anonymity of the proposal. Proposals that do not comply with the checklist will be immediately rejected.

I. Please check that you qualify for the granting of a Teaching Grant proposal:
- full-time faculty member of East Carolina University
- completed all previous Progress/Summative Report forms
  (If unsure, you may check the listing of Past Funded Grants online at: http://www.ecu.edu/cs- acad/fsonline/tg/teachinggrants.cfm)

II. Please check the following items noting that your original signature form and proposal include:
- (Signature form, Item 1) proposal title
- (Signature form, Item 2) applicant's name (The applicant's name should be on the two signed copies of the original application form, proposal, and checklist only.)
- (Signature form, Item 3) school/department/college
- (Signature form, Item 4) project related expenses, if necessary
- (Signature form, Item 5) checklist attached to only the two print copies of the signature form and proposal review packet
- (Signature form, Item 6) applicant's signature and date
- (Signature form, Item 7) applicant's unit head's signature and date
- (Review Packet, Item 1a) abstract (100 to 200 words)
- (Review Packet, Item 1b) proposal narrative, noting the formatting guidelines:
  - Microsoft Times New Roman 12-point type
  - four 8 1/2 x 11 double-spaced pages
  - 1" margins, top, bottom and both sides
  - clear writing, free of specialized terms, jargon or technical language
  - name and number of the course directly impacted by this proposal
- (Review Packet, Item 2) proposed budget and brief justification (Not required for Summer Stipend only proposals.)
- (Review Packet, Item 3a) bibliography (works cited) for the proposal
- (Review Packet, Item 3b) list of courses the applicant teaches and brief details if applicant has release time
- (Review Packet, Item 3c) list of all proposal titles and dates of grants previously funded by the Teaching Grants Committee
- (Review Packet, Item 3d) If applicable, indication of IRB approval or evidence of application to IRB
- (Review Packet, Item 3e) credentials and rationale if consultants are to be used
- (Review Packet, Item 3f) flyer or announcement of workshop or seminar if applicable (These items must be discussed and justified in the proposal narrative.)

III. The proposal narrative **must** use these headings in the following order:
- proposal title
- abstract
- purpose/objective
- project description (approach/method/procedure)
- need and impact
- schedule of activities and their proposed deadlines (Proposals with more than one applicant must specify the unique contribution of each applicant)
- evaluation plan

IV. Please briefly explain (on an attached page if necessary) if you encountered difficulties in writing this proposal and/or give any suggestions that you may have for revising the proposal guidelines and application format.

___________________________________________________  ____________________________________
(Signature of Applicant)                                           (Date)
East Carolina University
TEACHING GRANTS COMMITTEE
Progress Report for 2019/2020 Teaching Grant

DUE: OCTOBER 1, 2019

Future grant proposals will not be considered unless progress and summative reports have been filed on all previous grants.

Name:___________________________________________________________________________________

Academic unit: _____________________________________________________________________________

Grant #_______  Please check one: Summer Stipend____  Project Expense____  Dual _____

Amount Awarded: ________________________

Grant Title: _________________________________________________________________________________
____________________________________________________________________________________

(If possible, please limit the report to 5 pages.)

1. Give the status of this project (e.g., not begun, midway, completed). If project is not near completion, please explain.

2. What were the activities undertaken as stated in your proposal? How do they address your proposal objectives? How effective have your planning activities been towards completion of the proposal?

3. Have you evaluated the effect of your project? If no, explain why. If yes, what were the results?

4. Have you made any changes to your project plan and, if so, how do these changes impact the outcomes of your proposal?

5. Please include a budget report (not required for Summer Stipend proposals).

6. Please add any comments relating to problems with your project, new ideas, or suggestions derived through your communication with others that may be useful to the committee in evaluating and improving its effectiveness.

____________________________________________________________________________________

(Signature of Applicant)  (Date)

____________________________________________________________________________________

(Signature of Unit Head)  (Date)

Please return to the Faculty Senate office, 140 Rawl Annex, 109 Mail Stop.

PLEASE DO NOT INCLUDE THIS PAGE IN THE GRANT SUBMISSION.
Name:____________________________________________________________________________________

Academic unit: _____________________________________________________________________________

Grant #_______  Please check one:  Summer Stipend____  Project Expense____ Dual _____

Amount Awarded: ________________________

Grant Title: ______________________________________________________________________________
___________________________________________________________________________________________

(If possible, please limit the report to 5 pages.)

1. Give the status of this project (e.g., not begun, midway, completed). If project is not near completion, please explain.

2. By what methods did you evaluate the effect of your project? What were the results?

3. In what ways has this project improved your teaching or course?

4. If you were going to do the same project again, what would you change?

5. Please include a 250-word abstract which may be used in university publications.

6. Please include a copy of the questions that you gave to students to evaluate the effect of your project, and examples of the student responses. If you wrote a manual, please attach a copy, or please provide the committee with some other materials that will allow the committee to evaluate the project (e.g., in the case of software development, please include a disk).

7. Please include a budget report (not required for Summer Stipend proposals).

8. Please add any comments relating to problems with your project, new ideas, or suggestions derived through your communication with others that may be useful to the committee in evaluating and improving its effectiveness.

_________________________________________________     _____________________________________
(Signature of Applicant)                                 (Date)

_________________________________________________     _____________________________________
(Signature of Unit Head)                                 (Date)

Please return to the Faculty Senate office, 140 Rawl Annex, 109 Mail Stop.

PLEASE DO NOT INCLUDE THIS PAGE IN THE GRANT SUBMISSION.
East Carolina University
TEACHING GRANTS COMMITTEE
Evaluation of 2019/2020 Proposal

Summer Stipend ____ Project Expense ____ Dual Proposal ____ Recommend Rank: (circle) High / Medium / Low

Proposal Title______________________________________________________________

Is this proposal appropriate for Committee consideration, given our charge to recommend funding for projects to improve teaching?    Yes______       No______

Does this proposal conform to the required formatting and content guidelines? Yes_____   No_____

When Progress/Summative Reports were submitted on previous funded grants, did the applicant provide adequate discussion of the impact of the funding? Yes_____ No_______

Please evaluate the proposal using the following scale: POOR (1)  FAIR (2) AVERAGE (3)  GOOD (4)  EXCELLENT (5)
(Score each item 1-5, multiply the score by the number given for each item, and total the scores for each item)

1. Impact: ( x 8 ) ______________

Potential for specific faculty and/or student development for an approved course
   Probability for enhancing teaching
   Stated expected outcome
   Related to teaching assignments: guides, supplements, tutorials, applications, CAI
   Demonstrated needs, or creativity and innovation

*Some Examples of Inappropriateness:*
   Research /Creative Activities:
   Broad/General faculty development:
   Administration-Related activities:
   Lack of consideration of other more appropriate sources of funds on campus:
   Curriculum assessment/approval:
   Course development or revision

Low Impact upon students/applicant
   One-time vs. continuing impact:
   Product development
   Focus on regulatory function (OSHA) rather than teaching-related goals/activities:
   Emphasis of the proposal on teaching assistants rather than on the applicant and students

2. Management Design: ( x 5 ) ______________

   Clear purpose/objectives and description
   Realistic time management plan
   Appropriate/specific/reasonable budget (not required for Summer Stipend proposals)

3. Delineated Evaluation Plan: ( x 5 ) ______________

   Addressing the question raised in the proposal
   Rating the impact of the evaluation plan on the applicant’s teaching

4. Proposal Presentation: ( x 2 ) ______________

   Organization (Specified format and length of proposal etc.).
   Clarity of presentation

   TOTAL: ______________

Comments/recommendations to applicant:

THIS IS A SAMPLE. PLEASE DO NOT INCLUDE THIS PAGE IN THE GRANT SUBMISSION.