

**TEACHING GRANTS COMMITTEE**  
**Information on ~~202019/20201~~ 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(s) 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 4~~5~~, 2019~~8~~** **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](mailto:facultysenate@ecu.edu). There is a blind review of the proposals; therefore, the applicant's/applicants' name(s) 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 below 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 (see p. 5)  
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.
- (a) 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. **No proposal with an abstract containing more than 200 words will be considered.**
  - (b) Proposal Narrative (pages 2-5)  
The format of the proposal description must:

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- 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.

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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/applicants' 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 ([see p. 57](#)) 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-gf). **Additional supporting materials and appendices beyond a-gf are discouraged.**

- Attach a bibliography (Works Cited section) for the proposal.
- 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.
- 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). Report other associated grant proposals. Use template for previously funded teaching grants and other associated grant proposals (Appendix C) on p. 8.
- If applicable, include the summative report for the most recently funded Teaching Grant

- ~~(d)~~(e) If applicable, indicate IRB approval or evidence of application to IRB
- ~~(e)~~(f) If consultants are to be used in the Project Expense Grant, provide their credentials and your rationale for hiring them.
- ~~(f)~~(g) 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. 98) to ensure that you have completed all the necessary items. **The application process involves a blind review of the proposals; therefore, the applicant's/applicants' name(s) should only be appear on the two original application forms, proposals, and checklists.**

**Evaluation:**

The attached Evaluation of Proposal form (p. 124) 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 courses that do not exist in the catalog and/or that have not been approved by all relevant committees by the time of submission.
- 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.
- Proposals for mainly faculty training and development without implementation in the classroom.

The following proposals may be considered for funding:

- For proposals that involve discipline-specific faculty training, the proposal meets the following criteria:
  1. The application for the training is clearly related to the applicant's/applicants' teaching duties.
  2. Implementation of the training presents an innovation in the applicant's/applicants' teaching.
  3. A specific program of workshops to impart the training to other faculty is included in the proposal.
- For proposals that request a buy-out option for faculty with 12-month appointment, the proposal includes a plan on how the proposed innovative teaching approach will be continued in the future without buy-out.

**Reports Grant Recipients Must Submit (pp. 9-10-11)**

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. 109) 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, 2020~~19~~, of the **next** academic year. Progress reports from previously funded grants must be on file with the Committee before an additional application will be considered.

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**Summative Report.** Attached is a copy of the Summative Report (p.11~~9~~) that will be completed by the grant recipients at the **conclusion** of the grant period. Summative reports are due no later than May 15, 202~~1~~<sup>0</sup>, of the next academic year. Summative reports will be reviewed and scored using the Summative Report Evaluation Criteria (p. 13). 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)*

Progress Report Filed: \_\_\_\_\_

**East Carolina University**  
**TEACHING GRANTS COMMITTEE**  
**Application for 2020/2021 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  Project Amount Requested:  
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 following requirements:

- Submission of Progress and Summative Reports on this project, if it is funded.
- Submission of all required reports for previously funded Teaching Grant projects.

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\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

7. I have reviewed and am in support of this Teaching 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.
- The above applicant(s) is/are required to have submitted all required reports for previously funded Teaching Grant projects to be eligible for this current Teaching Grant.
- The above applicant(s) and I are required to communicate with the Teaching Grants Committee and the Faculty Senate Office regarding any deviation from the proposed project prior to making any changes on the project, and ensure that the documentation of proposal changes will be included in the Summative Report.

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\_\_\_\_\_  
(Signature of Unit Head)

\_\_\_\_\_  
(Date)

**East Carolina University**  
**TEACHING GRANTS COMMITTEE**  
**Application for 2020/2021 Teaching Grant**  
**Proposal Review Packet**

This packet will be used for a blind review of the proposals. The applicant's/applicants' name(s) 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. Report other associated grant proposals. Use template for previously funded teaching grants and other associated grant proposals (Appendix C) on p. 8.
  - ~~e~~d) Summative report for the most recently funded Teaching Grant (if applicable)
  - ~~d~~e) If applicable, indicate IRB approval or evidence of application to IRB
  - ~~e~~f) If consultants are to be used in the Project Expense Grant, give credentials and your rationale for hiring them.
  - ~~f~~g) 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 2020-2021 Teaching Grant**  
 (Request for Summer Stipend Grant does not require a budget.)

Item	Funding Requested	*Funds from Other Sources
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 #	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>

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

\*Identify Other Funding Sources:

East Carolina University  
**TEACHING GRANTS COMMITTEE**

**Appendix C: Previously Funded Teaching grants and Other Associated Grant Proposals**

**Previously Funded Teaching Grants**

List all proposal titles and dates of grants previously funded by the Teaching Grants Committee.

Include a brief synopsis of the outcomes and impact of that funding (maximum of 150 words).

**Related Proposals**

Are there other grant proposals (internal or external) associated with this proposal? Yes  No

If yes, please list the title of the proposal, name of the grant, the granting agency, and the status (funded or unfunded) in the space below.



**East Carolina University**  
**TEACHING GRANTS COMMITTEE**  
**Checklist for a 2020/2021 Teaching Grant**

Since there is a blind review of the proposals, the applicant's/applicants' name(s) 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/applicants' name(s) (The applicant's/applicants' name(s) 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/applicants' signature(s) and date
- (Signature form, Item 7) applicant's/applicants' 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 and other associated grant proposals
- (Review Packet, Item 3d) summative report for the most recently funded teaching grant
- (Review Packet, Item 3e) If applicable, indication of IRB approval or evidence of application to IRB
- (Review Packet, Item 3f) credentials and rationale if consultants are to be used
- (Review Packet, Item 3g) 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(s))

\_\_\_\_\_  
(Date)

**East Carolina University  
TEACHING GRANTS COMMITTEE  
Progress Report for 202019/20210 Teaching Grant**

**DUE: OCTOBER 1, 202019**

**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(s))

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Unit Head)

\_\_\_\_\_  
(Date)

**Please return to the Faculty Senate office, 140 Rawl Annex.**

**PLEASE DO NOT INCLUDE THIS PAGE IN THE GRANT SUBMISSION.**

**East Carolina University  
TEACHING GRANTS COMMITTEE  
Summative Report for 202019/20210 Teaching Grant**

**DUE: MAY 15, 20210**

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. 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(s))

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Unit Head)

\_\_\_\_\_  
(Date)

**Please return to the Faculty Senate office, 140 Rawl Annex.**

**PLEASE DO NOT INCLUDE THIS PAGE IN THE GRANT SUBMISSION.**

**East Carolina University**  
**TEACHING GRANTS COMMITTEE**  
**Evaluation of 2020/19/2021/19 Proposal**

Type: Summer Stipend  / Project Expense  / Dual Proposal

Recommend Rank: 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~~ Did the applicant provide adequate discussion of the impact of the previous funding? Yes  No  N/A

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 78 ) \_\_\_\_\_

- 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 applicants' teaching

4. Proposal Presentation: ( x 2 ) \_\_\_\_\_

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

5. Impact of Previously Funded Grants: ( x 1 )

- New grant applicants will receive full points for this criteria.
- Previous grantees will be evaluated based on summative report for most recent grant.

TOTAL: \_\_\_\_\_

Comments/recommendations to applicant:

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

East Carolina University  
**TEACHING GRANTS COMMITTEE**

**Summative Report Evaluation Criteria**

<u>5 points</u>	<u>The report clearly describes the status of the completed project. Methods for evaluating the effect of the project are clearly described, include multiple metrics, and clearly indicate that the project had a positive effect on the instructor's teaching and the students' learning. Appendices include examples of metrics used to determine effectiveness as well as a budget summary report.</u>
<u>4 points</u>	<u>The report describes the status of the completed project. Methods for evaluating the effect of the project are described, include multiple metrics, and indicate that the project had a positive effect on the instructor's teaching and the students' learning. Appendices include metrics used to determine effectiveness as well as a budget summary report.</u>
<u>3 points</u>	<u>The report describes the status of the project as midway or in progress. Methods for evaluating the effect of the project are described, include multiple metrics, but may not have indicated that the project had a positive effect on the instructor's teaching and the students' learning because the project is still under way. Appendices may include metrics used to determine effectiveness as well as a budget summary report.</u>
<u>2 points</u>	<u>The report describes the status of the project as not yet begun or midway. Methods for evaluating the effect of the project are described, include multiple metrics, but may not have indicated that the project had a positive effect on the instructor's teaching and the students' learning because the project is either still under way or has not yet begun. Appendices may include metrics used to determine effectiveness as well as a budget summary report.</u>
<u>1 point</u>	<u>The report describes the status of the project as not yet begun. Methods for evaluating the effect of the project are either not clearly described or are missing. Appendices may be missing or incomplete.</u>