East Carolina University Faculty Senate

**TEACHING GRANTS COMMITTEE**

**Application for 2024/2025 Teaching Grant**

**SIGNATURE FORM**

The applicant's name should appear on the original Signature form and Checklist only. The electronic copy of the Teaching Grant Application should not include names to ensure anonymity.

1. Proposal Title:

2. Name:

3. School/Department/College:

4. Please check one:

1. [ ]  Summer Stipend
2. [ ]  Project Related Expense
3. [ ]  Dual: Summer Stipend and Project Related Expense

 NOTE: **Summer Stipends are not included in the project amount requested**.

5. Complete the attached checklist and submit it as a separate file to facultysenate@ecu.edu together with the Teaching Grant Application.

The application process involves a blind review of the proposals; therefore, the electronic copy of the Teaching Grant Application should not include a Signature Form, Checklist, or Proposal Review 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 Summative Report 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. I 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)

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East Carolina University Faculty Senate

**TEACHING GRANTS COMMITTEE**

**Checklist for a 2024/2025 Teaching Grant**

Since there is a blind review of the proposals, the applicant's/applicants’ name(s) should appear on signature form and the checklist only. The proposal review packet must be submitted as a separate WORD document. 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 previous Summative Report form

(If unsure, you may check the listing of Past Funded Grants online at: <https://facultysenate.ecu.edu/teaching-grants-committee/>).

 II. Please check the following items noting that your original signature form and

 Teaching Grant Application include:

 **Signature Form**

[ ]  Proposal title

[ ]  Applicant's/applicants’ name(s) (The applicant's/applicants’ name(s) should be on the two signed copies of the original Signature form and Checklist only.)

[ ]  School/department/college

[ ]  Project related expenses, if necessary

[ ]  Checklist attached to only the two print copies of the signature form and Teaching Grant Application

[ ]  Applicant's/applicants’ signature(s) and date

[ ]  Applicant's/applicants’ unit head's signature and date

**Teaching Grant Application**

[ ]  Proposal title

[ ]  Abstract

[ ]  Proposal narrative follows the formatting guidelines stated in the Teaching Grant Application Guidelines

[ ]  Proposed budget and brief justification (Not required for Summer Stipend only applications.)

[ ]  Bibliography (works cited) for the proposal

[ ]  List of courses the applicant teaches and brief details if applicant has release time

[ ]  List of all proposal titles and dates of grants previously funded by the Teaching Grants Committee and other associated grant proposals

[ ]  Summative report for the most recently funded teaching grant

[ ]  If applicable, indication ofIRB approval or evidence of application to IRB

[ ]  Credentials and rationale if consultants are to be used

[ ]  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 (Applications 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 forrevising the application guidelines and application format.

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 (Signature of Applicant(s) (Date)

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