

Teaching Development Travel Grants

FY 2007-08

To support faculty's teaching development by helping fund participation at teaching conferences and sharing of experiences with the campus community.

Overview

Teaching Development Travel Grants provide financial support for faculty to attend conferences and workshops that emphasize teaching and learning. The program provides up to \$300 in reimbursement funds to supplement other sources of support for conference attendance. Applications accepted throughout the year.

Grant Program Details

Eligibility

All tenured and tenure-line faculty, non-tenure track instructors, and AP staff with teaching responsibilities at Illinois State University are eligible. Individuals are eligible to receive one travel grant each fiscal year, although an individual may apply multiple times if not funded for earlier applications. *Recipients of prior CTLT (or CAT or FTSS) grants who have failed to meet grant obligations are ineligible.*

Amount of Grants

Grants will be up to \$300 in the form of reimbursement of documented conference attendance expenses. Number of grants and amounts of individual grants are subject to availability of funds.

Application Materials and Procedures

Applications should include the following:

1. **Cover Page**

Cover page should include title of the grant program, proposal title, date, name, rank, department/school/unit, campus address, email address, signature of applicant and signature of the department chairperson/school director/unit director.

2. **Narrative** (recommended length: 250 words)

- Describe the conference/workshop in sufficient detail to allow a clear understanding of its value for development of teaching. The conference/workshop should be dedicated to, or devote a significant portion of the program to, university-level teaching and learning. Attach evidence that the program has a substantial commitment to this criterion (e.g., a preliminary program with sessions you plan to attend; a prior year's program; etc.).

- Indicate the specific sessions, panels, workshops that you plan to attend and explain how those sessions will benefit your teaching.
 - For those with official capacities at the conference (e.g., presenter, panelist, panel chair, respondent, officer, etc.), describe the duties and provide documentation of those responsibilities (email, letter, program, etc.).
 - Identify specific ways that you will share your conference experiences with colleagues (e.g., presentation to department colleagues, a CTLT presentation or article, etc.).
3. **Budget Request**
Specify what expenses the grant would help cover (e.g., conference fee, travel expenses, hotel expenses) and provide an estimate or specific amounts of those costs. List other sources of possible and committed funding for the trip (e.g., self, department, college, other grants). Funds available upon grant acceptance. *Documentation of expenses for reimbursement are required and should be retained.*

Application Deadline

There is no deadline for grant applications. Applications can be submitted at any time before travel commences and will be evaluated when received. Funds are available upon grant acceptance.

Delivery Options

Send document (in Word or Rich Text Format) as an email attachment to eawelch@ilstu.edu. Please put “Teaching Development Travel Grant Application” in the subject line.

OR

Mail or drop off one printed set of application materials to:

Beth Welch
Center for Teaching, Learning & Technology
Campus Box 6370
Re: Teaching Development Travel Grant Application

Evaluation Criteria

CTLT staff will evaluate applications and select recipients based on the degree to which an application:

- Clearly addresses all of the application narrative elements detailed above;
- Describes significant potential benefits of the conference experience for the applicant and his/her colleagues and a means for sharing experiences with colleagues;
- Presents a reasonable itemized budget;
- Is well written and complete.

Conditions of the Grant

Acceptance indicates agreement to fulfill one of the following options, which are designed to maximize the benefits of recipients' experiences by sharing them with the ISU community. Completion of this condition is required to remain eligible for future CTLT grants.

Option 1

Submit a written summary and reflection (approx. 400-500 words) that shares insights and benefits of participation at conference with the campus community through publication on the CTLT website. The report should describe how the experience has influenced the recipient's teaching practices, philosophy, and/or perspectives and the most important insights that would be of value to other faculty. It should be submitted **within three months of supported travel**, either by campus mail or email attachment (Word or Rich Text Format).

Option 2

A presentation describing the conference experiences and insights at a CTLT event, department-sponsored event, or teaching-learning community session. CTLT should receive an invitation to a non-CTLT presentation. Presentations are expected **within six months of supported travel**.

Important Dates

- Funds must be spent no later than June 1 of the relevant fiscal year.
- All receipts for reimbursement and other required documentation must be presented to Beth Welch at CTLT **as soon as possible after return from travel but no later than 60 days after return**. After 60 days, new rules require reimbursement to be taxed as income.

Questions?

Contact [Dr. Patrick O'Sullivan](#), Director of CTLT, at (309) 438-2542.