

# Teaching and Learning Development Grants

## FY 2007-08

**Goal: To support faculty innovation and excellence in teaching and learning and sharing of results with the Illinois State University campus community.**

### Overview

Teaching-Learning Development Grants support substantial projects involving innovations in teaching and learning. Successful individual applicants can receive up to \$1,500 and teams up to \$2,000. Application deadlines occur three times a year:

- **Fall Term:** 4<sup>th</sup> Friday in September
- **Spring Term:** 4<sup>th</sup> Friday in February
- **Summer Term:** 4<sup>th</sup> Friday in May

### Eligibility

All tenured and tenure-line faculty, full-time non-tenure track instructors, and AP staff with teaching responsibilities at Illinois State University are eligible as individual applicants or a team members. Graduate students are eligible as team members. Note: An individual may be listed on only one application for each round. *Recipients of prior CTLT (or CAT or FTSS) grants who have failed to meet their grant obligations are ineligible.*

### Amounts of Grants

Grants will be up to \$1,500 for individual applicants or up to \$2,000 per team of two or more applicants. Number of grants and amounts of individual grants are subject to availability of funds. Funds are available upon grant acceptance.

### Application Materials and Procedures

Applications should include the following:

1. **Cover Page**  
Include title of the grant program, project title, date, name, rank of all applicants, department/school/unit, campus address, and signature of all applicants as well as signature of the department chairperson/school director/unit director.
2. **Abstract**  
A brief (75-100 words) description of your project's rationale, procedures, and goals. This will be used to share information on grant projects with the campus on the CTLT website and other publicity outlets.
3. **Narrative** (recommended length: 800-1000 words)  
Describe the project in language understandable by someone outside your discipline.

- Detail the project's specific pedagogical goals and explain their importance.
- Explain the project's anticipated impact on student learning and why it is expected to be positive and substantial.
- Explain your plans to assess the outcomes, including specifics such as data collection method(s) and data analysis methods.
- Explain how you and others could use the project outcomes to improve their teaching practices.
- Explain why the project is **not** a part of your normal and regularly expected duties.

#### 4. **Budget**

Indicate amounts for various expense categories: salary, contractual, and/or commodities expenses. Requests for equipment will be given lowest priority and approved only when the rationale is compelling and the equipment essential. Travel may be included if it is completed **on or before June 1, 2008 (June 1, 2009 for Summer Term applications)**.

### **Application Deadlines FY 2007-08**

- Fall Term: 4 p.m. Friday, September 28, 2007
- Spring Term: 4 p.m. Friday, February 29, 2008
- Summer Term: 4 p.m. Friday, May 23, 2008

### **Delivery Options**

Send document (in Word or Rich Text Format) as an email attachment to [eawelch@ilstu.edu](mailto:eawelch@ilstu.edu). Please put "Teaching-Learning Development 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-Learning Development Grant Application

### **Evaluation Criteria**

A committee comprised of former grant winners and CTLT staff will evaluate applications based on the degree to which each:

- Clearly addresses all of the application narrative elements specified above.
- Presents a compelling project of sufficient scope and ambition to merit a grant. Specifically, evaluators will examine applications for evidence that a project:
  - involves a substantial investment of time and effort;
  - incorporates an instructional innovation that promises to yield valuable outcomes for students, applicants, and the ISU teaching community.

- Presents an itemized budget and strong rationale for the budget.
- Is well written and complete.

## Condition 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:

A presentation or poster describing the project and outcomes at the annual ISU Teaching and Learning Symposium (held each January). Recipients must submit proposals in response to the Call For Proposals issued each fall. Presentations for grants received in spring or summer are expected for the next Symposium following grant receipt; presentations for grants received in fall are expected no later than the second Symposium following grant receipt.

### Option 2:

A presentation describing the project and outcomes at a CTLT-sponsored workshop. Recipients interested in this option should contact [Claire Lamonica](#), CTLT Assistant Director, to see if the project complements workshop themes identified for a particular semester. If there is not a thematic fit with planned programming, recipients must fulfill one of the other options. Presentations are expected within one year of grant receipt.

### Option 3:

A final written summary and reflection (approx. 1,000-1,200 words) to share the project with the campus community on the CTLT website. The report should include description of insights gained that could be of value to colleagues in their teaching. Reports are expected within one year of grant receipt.

## Important Dates

- For recipients allocating some or all of the grant for salary, forms for additional academic payments must be completed and submitted by June 1 in the same fiscal year (except for summer term grants, which must be submitted by June 1 the following fiscal year).
- Funds must be spent no later than June 1 of the appropriate fiscal year.
- All receipts for reimbursement and other required documentation must be received at CTLT no later than June 1 of the appropriate fiscal year. **Expenses not properly documented by that date cannot be reimbursed.**

## Questions?

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