

# **2016-2017 Faculty Development Teaching and Learning Mini-Grants**

## **2016-2017 Funding Priorities**

The Faculty Development Teaching and Learning Mini-Grants provide competitive funding for both individual and collaborative projects and travel focused on teaching and learning-related activities. This year, special consideration will be given to assessment-related submissions with a focus on understanding and improving teaching and learning through in-depth, contextualized, and evidenced-based studies and/or strategies. All projects should explicitly discuss how funding will contribute to the assessment of student learning at Savannah State University, whether that be within a course, a curriculum, a program, or institutionally.

## **Eligibility**

Any and all full time Savannah State University faculty members are invited to submit proposals for Teaching and Learning Mini-Grants for which funding begins in the 2016-2017 Academic Year.

## **Allowable Activities and Expenses**

Projects may involve acquisition of new knowledge about teaching and learning, or they may involve the scholarly application, interpretation, and reflection of existing knowledge. Proposed request should not exceed \$2,500. Funds may, though not exclusively, be used for these types of expenses:

- Data collection and analysis
- Consultants
- Publications
- Travel to present or participate at conferences

## **Unallowable Expenses**

The usual restrictions apply for state dollars (i.e., monies cannot be used for student travel, catering, etc.

## **Submission Process**

Applications should be submitted electronically in a single PDF file to [coxt@savannahstate.edu](mailto:coxt@savannahstate.edu) on or before 11:59pm EST on December 15, 2016. Award notifications will be communicated by January 6, 2017.

Please include the following materials in your application in this order:

\* Please note that all reviews will be conducted in the blind, so please only have identifying information on the cover page.

### **1. Cover Sheet**

- Name and position of applicant
- Title
- Total funds requested

## 2. A Narrative

- A one-page summary that highlights the proposed project or travel and expected impact
- An explanation on how the proposed submission enhances teaching and learning
- A brief statement on how this project or travel will benefit your faculty development, as well as the department and/or the university
- An IRB approval (where applicable)

## 3. Timetable

- A project or travel timeline (completion must be by June 1, 2017)

## 4. Budget

- Itemized budget and justification
- Other sources of funding for this project (if any)

## Application Review & Evaluation Process

Grant applications will be blindly reviewed. Applicants will be evaluated on the quality of the proposed project/activity to advance the scholarship of teaching and learning.

Criteria	Questions for Applicants to Consider
<b>Proposal</b>	Did applicant include a one page summary that highlights the proposed project or travel?
<b>Expected Impact</b>	Will the proposed project/activity contribute to a broader knowledge base? Is there a clear and explicit plan for how the proposed project/activity will use discovery, reflection, and/or evidence-based research findings to promote effective teaching and student learning?
<b>Scholarship of Teaching and Learning</b>	Is there an explanation of how the proposed submission enhances the Scholarship of Teaching and Learning (SoTL)? Would the proposed project or travel help the applicant develop expertise or mastery in teaching or improve the applicant's teaching? Will the proposed project/activity advance knowledge specifically related to SoTL.
<b>Benefits</b>	Did the applicant supply a brief statement on how this project/activity will benefit one's faculty development, department and/or university? Will it innovate teaching methods? Does it improve university attractiveness? Does it aid in the attraction and retention of students?
<b>IRB Approval</b>	Was an IRB approval submitted where appropriate?
<b>Timeline</b>	Is a project or travel timeline included? Can the proposed project/activity be completed within the allotted and required timeframe?
<b>Budget</b>	Does the proposal include an itemized budget? Did applicant account for how grant will be spent.

## Performance Monitoring and Post Award Requirements

Successful applicants will be required to submit a final written report including final budget. In addition to submitting the final report, funded applicants will be required to present their assessment-related results/findings during the fall 2017 General Assembly. Guidelines for final reporting requirements will be included in award notifications. Presentations for the Fall Assembly will be scheduled in advance.

## Information and Assistance

For additional questions regarding Faculty Development Teaching and Learning Grants, please contact:

Chevanese L. Samms Brown, PhD  
Chair, Teaching and Learning Subcommittee  
Tel: 912-358-3414  
E-mail: [sammisc@savannahstate.edu](mailto:sammisc@savannahstate.edu)

## Application Submission Checklist

Please use the following checklist to ensure your submission includes the required materials.

- \_\_\_\_\_ Cover Sheet
- \_\_\_\_\_ 1 Page Narrative Summary
- \_\_\_\_\_ Budget and Budget Justification
- \_\_\_\_\_ Project Timetable
- \_\_\_\_\_ IRB Approval (where applicable)

## You Should Know

The Georgia Board of Regents' Policy supports Scholarship of Teaching and Learning as scholarship and the BOR Academic Handbook specifies in the section on *Evaluation of Faculty* that work associated with the Scholarship of Teaching and Learning (SoTL) is recognized and rewarded as scholarship.

[http://www.usg.edu/policymanual/section8/policy/C245/3p8.3.15\\_enhancing\\_teaching\\_and\\_learning\\_in\\_k-12\\_schools\\_and\\_usg\\_institutions](http://www.usg.edu/policymanual/section8/policy/C245/3p8.3.15_enhancing_teaching_and_learning_in_k-12_schools_and_usg_institutions)

[http://www.usg.edu/academic\\_affairs\\_handbook/section4/handbook/C691/3p4.7.2\\_faculty\\_work\\_in\\_the\\_schools](http://www.usg.edu/academic_affairs_handbook/section4/handbook/C691/3p4.7.2_faculty_work_in_the_schools)

## Scholarship of Teaching and Learning (SoTL) Resources

<http://courseredesign.csuprojects.org/wp/sotl/>

<http://josotl.indiana.edu/>

<http://community.dur.ac.uk/pestlhe.learning/index.php/pestlhe/index>

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## **Frequently Asked Questions (FAQs)**

*From 11/18/16 Informational Session*

- 1. Q: How much money has been allotted for the Teaching and Learning Mini grants?**  
A: The final amount of allocated funds will be released in December 2016. The maximum award for each funded proposal is \$2,500. The total number of funded proposals will be based on allocated funds.
- 2. Q: How will successful applicants be reimbursed for grant related expenditures?**  
A: Successful applicants will be reimbursed as funds are spent. The award notification will contain budget codes awardees will need to use to fund approved grant expenses.
- 3. Q: Is there a priority to fund travel or research applications?**  
A: No. All applications should focus on teaching and learning. Reviewers will review funding request for research and travel equally.
- 4. Q: Can the focus of learning be applied more broadly or does it need to specifically focus on teaching and learning?**  
A: It is okay to focus on learning broadly, however, applicants must show how the activity will help students.
- 5. Q: Can applicants request funds to travel to a conference if they are not presenting?**  
A: Yes, as long as you can tie it to teaching and learning.
- 6. Q: Is there a certain number or percent of awards that will be made by college?**  
A: No, The number of awards will depend on the number of application received and the amount of allotted funding.
- 7. Q: Can applicants submit multiple proposals?**  
A: Yes, applicants can submit multiple proposals, however, priority will be given to a diversity of proposals. If funding is available, an applicant may have a second proposal funded.

### **You Should Know:**

- Georgia Southern University will host the 10<sup>th</sup> Annual Scholarship of Teaching and Learning Conference March 29-31, 2017. The conference will be held at the Coastal Georgia Center.
- Kennesaw State University maintains an active list of teaching and learning conferences. The current list can be found at <http://cetl.kennesaw.edu/teaching-conferences-directory>

**\*\*\*All funded projects/travel must be completed by June 1, 2017\*\*\***