

Center for Teaching Excellence and Learning (CTEL) Grant Guidelines

Teaching Excellence (TE): Conference/Workshop



The Center for Teaching Excellence and Learning invites eligible Bradley faculty and professional staff to apply for Teaching Excellence (TE): Conference/Workshop Grants of up to \$1,200 for one person OR up to \$2,400 for two people.

TE: Conference/Workshop Grants are intended to partially cover expenses related to attending a state, regional, national, or international professional conference or workshop to receive professional development and to present or perform scholarly or creative activities. **Due to the Present travel restrictions, grants will be available for virtually attending a conference or workshop which charges a fee to participate.**

TE: Conference/Workshop projects must align with one or more of the following categories:

- Registration and travel expenses for conference/workshop attendance and presentation/exhibition
- Supplies or services related to presentation or exhibition

Preference will be given to conference/workshop projects that include the following: connections to Bradley's strategic plan and/or core curriculum, a refereed national or international presentation or exhibition, *and* professional development.

Non-Allowable Expenses:

- Electronic supplies or equipment
- Supplies or services for scholarly activities other than presentation or exhibition
- Reimbursement for travel expenses previously incurred
- Meals
- Memberships or fulfilling association obligations
- Student travel expenses (Please see Special Emphasis: Student Travel grant guidelines.)

Eligibility Criteria:

1. TE: Conference/Workshop Grant proposals may be submitted by any faculty or professional staff member, regardless of rank or tenure. Faculty or professional staff employed less than full-time or filling a temporary position must have a full-time faculty or staff member designated as a co-director of the project.
2. Applicants may apply for a TE: Conference/Workshop Grant every two years. However, if funds are limited, preference will be given to proposals whose applicants received funding *least* recently.
3. Applicants may apply for a TE: Conference/Workshop *and* a TE: Innovative Teaching grant at the same time. To do so, two separate and distinct grant proposals must be submitted. If the two projects are connected, the same supporting documentation such as the Travel Authorization Form and the letter of support can be submitted with both grant applications.

4. Applicants may apply for only one type of internal grant (i.e., Teaching Excellence (TE), Research Excellence (RE), or Special Emphasis (SE): Faculty-Student Engagement) per grant cycle (i.e., October or March).
5. Applicants may have no more than two types of active internal grants (i.e., Teaching Excellence (TE), Research Excellence (RE), or Special Emphasis (SE): Faculty-Student Engagement) at a time

Application Deadline:

TE: Conference/Workshop grant proposals are due no later than 3:00 PM on March 1, 2021.

Other Requirements:

1. The applicant's department and/or college must contribute a minimum of 25% of the total expenses for the conference/workshop project. For example, if \$1,000 is requested the applicant must show that \$250 is covered by the department, division, or college. **For this fiscal year the Provost has waived this requirement.**
2. Award recipients must spend TE: Conference/Workshop Grant funds within one calendar year of the award notification.
3. If the TE: Conference/Workshop Grant proposal coincides with a sabbatical leave, applicants must include a letter from their department chair that confirms the approved sabbatical leave, and validates that the work proposed for support under a TE: Conference/Workshop Grant award is consistent with the scope of work approved by the department for the sabbatical leave.
4. When two applicants apply for one grant, only \$1,200 will be awarded if one person backs out.
5. Only complete grant application packets including all required application materials in order (as listed on the next page) and submitted by eligible Bradley faculty and/or professional staff will be reviewed.
6. Proposals requesting funding for non-allowable expenses will not be reviewed.
7. As a condition of the TE: Conference/Workshop Grant, award recipients may be asked to share information about their project, experiences, and outcomes with fellow Bradley faculty and professional staff through one of CTCL's professional development venues.

Required Application Materials:

To ensure that your grant proposal meets all requirements, please refer to the Teaching Excellence: Conference/Workshop Grant Proposal Evaluation Rubric, available on the CTCL website.

TE: Conference/Workshop Grant application packets must include all of the following in order:

1. **Title page** – On the first page of your project plan, please provide the following information:
 - a. Grant type (i.e., Teaching Excellence: Conference/Workshop)
 - b. Project title
 - c. Amount requested
 - d. Estimated start date

- e. Estimated completion date
 - f. Applicant's (and co-applicants', if appropriate) first and last name, department, college, building, office number, office phone, and Bradley e-mail address
2. **Grant Proposal** – a 3-page (maximum) detailed project description, using the following headings:
- a. *Abstract* – Provide a brief (100 words) overview of the project.
 - b. *Project Description* – Provide a detailed description of the proposed conference/workshop and travel experience (who, what, when, where, why) as well as workshop/conference information such as title, theme, strands, keynote speakers, etc.
 - c. *Project Significance* – Explain how the conference/workshop experience will support the applicant's teaching practice and/or research agenda (i.e., connections to specific Bradley courses, professional development, refereed presentation/exhibition, etc.), including the applicant's presentation title(s) and abstract(s). How will others benefit?
 - d. *Travel Itinerary* – Provide a detailed travel itinerary, including presentation/exhibition titles, days, and times.
 - e. *Budget* – Prepare an itemized list of all travel expenses with explanation/justification where appropriate. Please include funding (anticipated or confirmed) from department, college, or other sources, including out-of-pocket.
 - f. *Previous TE:C/W Grants* (if applicable) – Include a copy of the final report for your most recently received Teaching Excellence: Conference/Workshop Grant or include a one paragraph description of your most recently received TE:C/W grant project and its outcomes. (This report does not count towards the 3-page maximum.)
3. **Travel Authorization Form** – (if applicable) complete with signatures from the applicant's department chair/director and college dean
4. **Letter of Support** – from applicant's department chair/director/immediate supervisor

How to apply:

Please submit all required application materials (i.e., title page, 5-page grant proposal, CUHSR and/or IACUC approval if applicable, completed and signed Travel Authorization Form if applicable, and one letter of support) in order as one pdf attachment in one e-mail message addressed to sag@fsmail.bradley.edu on or before the application deadline. Use the following subject heading: (Applicant's Last Name) TE: Conference/Workshop Grant Proposal. Please Cc Dr. Heljä Antola Crowe at helja@fsmail.bradley.edu

Within two business days, a confirmation of receipt will be sent via e-mail reply.

Thank you for your interest in CTEL's TE: Conference/Workshop Grant. Award decisions are typically made within three weeks of the application deadline. Please contact Susan Goodrich at 677-4118 or Heljä Antola Crowe, CTEL Executive Director, at helja@fsmail.bradley.edu or 677-4454 with questions.