



Center for Teaching Excellence and Learning (CTEL) Grant Guidelines Teaching Excellence (TE): Innovative Teaching

The Center for Teaching Excellence and Learning invites eligible Bradley faculty and professional staff to apply for Teaching Excellence (TE): Innovative Teaching Grants of up to \$4,400 for preparing a new course or substantially revising an existing one OR up to \$5,400 for preparing a course or courses that are multidisciplinary and/or impact more than one course.

TE: Innovative Teaching Grants are intended to promote best practices in higher education, enhance student learning experiences, and integrate new pedagogies and/or technologies into teaching practices.

TE: Innovative Teaching projects must align with one or more of the following categories:

- Curriculum development for face-to-face or hybrid instruction
- Course modifications for face-to-face or hybrid instruction
- Integration of new pedagogies and/or technologies
- Materials and resources that will substantially improve course effectiveness
- Scholarship of Teaching and Learning (SoTL)
- Off-site campus visits to provide expertise that will improve course effectiveness
- Faculty summer stipend (equivalent to 7% of the applicant's base salary, up to \$4,400)*
- Course release time (equivalent to the cost of covering one 3-semester hour course, up to \$4,400, paid directly to the applicant's department)

Preference will be given to innovative teaching projects that target high-impact teaching and learning practices related to Bradley's strategic plan and/or core curriculum.

Non-Allowable Expenses:

- Items or services typically funded by a department, division, or college
- Travel to conferences or workshops (Please see Teaching Excellence: Conferences and Workshops grant guidelines.)
- Salaries for students not enrolled at Bradley
- Graduate assistants
- Tuition
- Professional memberships
- Publication expenses
- Online course design and/or course development (Please see Online Course Development Grant.)

Eligibility Criteria:

1. TE: Innovative Teaching 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: Innovative Teaching 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.

Other Requirements:

1. Award recipients must spend TE: Innovative Teaching Grant funds within one calendar year of the award notification.
2. If the TE: Innovative Teaching 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: Innovative Teaching Grant award is consistent with the scope of work approved by the department for the sabbatical leave.
3. Summer stipends cannot exceed 7% of the applicant's base salary.
4. If requesting course release time, department chair acknowledgement is required.
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: Innovative Teaching 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 CTEL's professional development venues.

Application Deadline:

TE: Innovative Teaching Grant proposals are due no later than midnight on the Friday before Bradley's Fall Recess begins in October and the Friday before Bradley's Spring Recess begins in March.

Required Application Materials:

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

TE: Innovative Teaching Grant application packets must include 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: Innovative Teaching)
 - 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 5-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 project, activities, and rationale.
 - c. *Project Participants* – Provide names, positions, e-mail addresses (if known), and a description of project roles/responsibilities students, consultants, and other project participants (not including the applicant).
 - d. *Background/Research Base* – Describe prior work or research (by the applicant or others) relevant to the project.
 - e. *Innovative Teaching* – Describe the project's targeted innovative teaching practice(s) and how development of these practices will positively impact teaching and learning.
 - f. *Project Plan and Timeline* – Provide a detailed project plan and timeline that clearly outline how the project will be completed. If a summer stipend is requested, please explicitly describe the work that will be completed during the summer.
 - g. *Project Assessment* – Clearly state the project goals and/or objectives in terms that are measurable, observable, and realistic. Include a detailed plan for tracking progress and assessing outcomes as well as a plan for sustaining the innovative teaching practice(s) beyond the scope of this project.
 - h. *Budget* – Prepare an itemized list of all project expenses with clear explanation. Please include funding (anticipated or confirmed) from department, college, or other sources, including out-of-pocket.
 - i. *Previous TE: IT Grants* (if applicable) – Include a copy of the final report for your most recently received Teaching Excellence: Innovative Teaching Grant or include a one

paragraph description of your most recently received TE: IT grant project and its outcomes. (This report does not count towards the 3-page maximum.)

3. **Human/Animal Research Subjects Approval** – (if applicable) documentation of approval to use human or animal subjects in research*

*For more information on conducting research with human subjects, please visit Bradley's Committee on the Use of Human Subjects in Research (CUHSR) website.

*For more information on conducting research using animals, please visit Bradley's Institutional Animal Care and Use Committee (IACUC) website.

4. **Travel Authorization Form** – (if applicable) complete with signatures from the applicant's department chair/director and college dean
5. **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 dfaichney@fsmail.bradley.edu on or before the application deadline. Use the following subject heading: (Applicant's Last Name) TE: Innovative Teaching 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: Innovative Teaching Grant. Award decisions are typically made within three weeks of the application deadline. Please contact Heljä Antola CTEL Executive Director, at helja@fsmail.bradley.edu or 677-4454 with questions.