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| **CENTER FOR THE ADVANCEMENT OF TEACHING & LEARNING** | **Teaching & Learning Grants**Guidelines, Cover Sheet, and Project Description  |

# Guidelines

## Purpose

CATL's Teaching and Learning Grants support faculty in their efforts to pilot innovative, inclusive and/or research-based teaching and learning projects or to conduct teaching and learning-related scholarship. Grants typically range from $1,000 to $5,000. At the end of the academic year, CATL will request a brief report on the grant results to potentially be shared on the CATL website. Completion of grant reports is required before team members can apply for or receive future grants.

**Grant funding can be used to support start-up and one-time expenses such as the following:**

* Retreats, workshops, or planning sessions
* Focus groups, surveys, and written materials
* Data analysis
* Facilitator or consultant honorarium
* Faculty stipends of up to $3000 to conduct research to be used in summer only
* Undergraduate student stipends for project-related work
* Materials and supplies
* Registration fees for special teaching-related seminars or workshops
* Project-related travel

**Grant funding cannot be used to support:**

* Ongoing operational costs
* Registration or travel fees for conferences, workshops, seminars and meetings that are not directly related to teaching for faculty, staff or students.
* Course reassignment time

## Who is Eligible

We welcome applications from full-time, ongoing teaching faculty or from teams of full-time Elon faculty and/or staff, provided the team leader is a full-time teaching faculty member. CATL faculty are available to consult with grant applicants as they develop their proposals, and with grantees as they carry out their projects and prepare results for dissemination.

## Application Process

**Teaching and Learning Grant applications are due by 5:00 p.m. by the date noted on the website.**

Applications will be reviewed by a faculty committee each fall and spring semester. To apply, send electronic copies (as a Word or PDF file) of the following to catl@elon.edu prior to the deadline:

1. **COVER SHEET: The 2-pg cover sheet provided below, including both your Chair and Dean’s signatures, and**
2. **PROJECT DESCRIPTION: The up-to 5 page project description should be concise, well-organized, double-spaced and follow the guidelines provided below.**

If you have questions about the application or selection process, or if you would like to see examples of proposals that have been funded by this program, please contact Deandra Little, or visit the Teaching and Learning web site, [www.elon.edu/teaching](http://www.elon.edu/teaching).**Cover Sheet**

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| Name      | Today's Date        |
| Campus Box      | Phone       | Email      |
| School/College      | Department      |
| Rank/Title      | Years of Service at Elon by End of this Academic Year      |
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| Title of Proposed Project      | Amount of funding requested      |
|  |
| Short abstract of this project (less than 100 words)      |

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| Have you been awarded, or applied for, financial or other support (reassigned time from Elon, external grant funding, etc.) related to your grant project? [ ]  Yes [ ]  NoIf yes, please describe:      |
| Please list any grants awarded to you by Elon’s FR&D Committee and by CATL during the last 5 years (list date and description of each grant): |
| Date      | Description      |
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| Additional Comments (if any) by Applicant      |
| Applicant's Signature | Date      |

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| Department Chair's comments about this proposal      |
| Chair's Signature | Date      |

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| Dean's comments about this proposal      |
| Dean's Signature | Date      |

**Project Description**

Submit an electronic copy (in Word or as a PDF) of your project description to catl@elon.edu. The description should be concise, clear, well–organized, and approximately 3-5 pages in length, double–spaced.

Because the review committee will read applications as anonymous submissions, **please do not put your name anywhere in the text of your project description**. You may include other specific details in the description, such as your department and course titles. If you have questions about how to make your project description anonymous (for example, if you need to cite an article which you authored), please contact Deandra Little.

Please address the following six areas in your application, using some or all of the suggested questions as guides.

1. **The nature and goals of your project.** What teaching or learning practices do you intend to pilot or expand? What do you hope this project will accomplish? How do you anticipate the project will produce better teaching and deeper student learning? What scholarship about teaching and learning does your project develop or engage with?
2. **The relationship between your project and your teaching responsibilities at Elon.** How central is this project to your teaching and other responsibilities as an Elon faculty member? Does (and if so how) your project align with Elon’s model of engaged learning or with your individual, departmental and/or school goals or plans?
3. **How you intend to assess the results/impact of your project.** What evidence will you gather to assess whether the project is reaching its goals? What evidence of student learning and/or teacher change will be gathered and analyzed during the project?
4. **The present state of your project.** Are you just beginning this work, or is the project already underway?
5. **The project’s timeline and itemized budget.** How and when will CATL funds be used to support the project – for materials/equipment, for student stipends, or for something else? What support, if any, will the project receive from other sources on (or beyond) campus?
6. **A brief bibliography of relevant sources.**

**Teaching and Learning Grant applications are due by 5:00 p.m. in early October or April:**

**Consult CATL Grants webpage for specific dates.**

**Submit an electronic copy of your grant application materials to** **CATL@elon.edu** **at the Center for the Advancement of Teaching & Learning (CATL)**