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| **CENTER FOR THE ADVANCEMENT OF TEACHING & LEARNING** | **Diversity and Inclusion Grants (DIG)**Guidelines, Cover Sheet, and Project Description |

# Guidelines

## Purpose

The Diversity and Inclusion Grant (DIG) program supports pairs or small teams of up to 5 members to develop projects focused on inclusive content, pedagogies, assignments, or strategies to foster learning about human diversity, broadly defined. DIG projects can be used to meet a range of DEI-focused curricular or pedagogical goals, such as to:

* Collect and analyze student learning, representation, or success at the departmental or program level and develop responsive strategies or interventions,
* Develop content for multi-section courses, or creating repositories of materials for departments or programs,
* Design and pilot new assignments for individual courses, and/or
* Build instructor or student awareness, skills, and strategies to incorporate inclusive pedagogies.

**Types of grants:**

* Stage One grants fund ***new*** DEI teaching and learning projects.
* Stage Two grants allow teams to ***build on*** previously funded projects and expand or extend ideas in a new way.

**Project Timeline:** Each team develops their project in two phases before completing a final report (See DIG Guidelines):

1. Phase I: Research & Action Plan (May-August)
2. Phase II: Implementation & Assessment (August-May)
3. Final report: Submit brief final report on the DIG project (May). This report will be shared on the CATL website. Completion of grant reports is required before team members can apply for or receive future CATL grants.

**Project funding:** Each team receives $500 to use for project expenses, and each faculty team member receives a $1000 stipend (paid in equal parts at the completion of Phase I and Phase II; student/staff member funding can be negotiated).

**Project 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
* Consultant honoraria for project-related work or data analysis
* Project-related professional development, materials, supplies or travel

**Funding is NOT available for:**

* Ongoing operational costs
* Registration or travel fees for conferences, workshops, seminars and meetings that are NOT directly related

## Who is Eligible

Teams of 2 to 5 full-time, ongoing teaching faculty or of Elon faculty and/or staff with a full-time teaching faculty lead. CATL faculty are available to consult with grant applicants developing proposals, and with grantees on their projects.

## Application Process

**DIG applications are due by 5:00 p.m. by the date each spring noted on the website.** Applications will be reviewed by a faculty committee. To apply, send electronic copies (Word or PDF file) of the following to catl@elon.edu:

1. **COVER SHEET: The 2-pg cover sheet provided below, including both your Chair and Dean’s signatures, and**
2. **PROJECT DESCRIPTION: The 2-3 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, please contact Deandra Little.

**Cover Sheet**

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| Which stage DIG grant are you applying for? (please click to check the box) Stage I [ ]  Stage II [ ]   | Today's Date        |
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| Team Members – for teams with 3-5 members, please indicate who will serve as the team lead |
| Name (First and Last) | Department | Rank/Title |
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| Title of Proposed Project      |
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| 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 Endorsement of the 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 2-4 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, please contact Deandra Little.

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

1. **The focus and goals of your project.** What inclusive pedagogies, assignments, approaches, or strategies do you intend to pilot or expand? What do you hope this project will accomplish? For example, previous DIG projects have been used to focus on one or more of the following broad DEI-focused curricular or pedagogical goals:
* Collect and analyze student learning, representation, or success at the departmental or program level and develop responsive strategies or interventions,
* Develop content for multi-section courses, or creating repositories of materials for departments or programs,
* Design and pilot new assignments for individual courses, and/or
* Build instructor or student awareness, skills, and strategies to incorporate inclusive pedagogies.
1. **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 inclusive teaching, student learning and/or teacher change will be gathered and analyzed during the project?
2. **The present state of your project.** Are you just beginning this work, or is the project already underway?
3. **The project’s implications for team members and/or departmental/program goals or student learning outcomes related to DEI.** How does this project further team members’ development as teacher-scholars or their DEI professional development goals? How does your project align with individual, departmental, school/college or institutional goals or plans?
4. **The project’s timeline and itemized budget.** How will CATL funds be used to support the project – for materials/equipment, food, professional development, or for something else? What support, if any, will the project receive from other sources on (or beyond) campus?
5. **A brief bibliography of sources** that have the greatest relevance to your project.

**Diversity and Inclusion Grant applications are due by 5:00 p.m. in March each year – see CATL Grants webpage for specific dates.**

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