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| **CENTER FOR THE ADVANCEMENT OF TEACHING & LEARNING** | **CATL Scholar Projects**Guidelines, Cover Sheet, and Project Description |

# Guidelines

## Purpose

The CATL Scholars Fellowship program fosters innovative and scholarly teaching and learning by providing support so that teaching faculty can devote significant time to innovative, scholarly teaching and learning projects and scholarship and to make plans to “go public” with the results. At the end of the two-year term, CATL Scholars will submit a brief report on the project results, impact, and future directions, which may be shared on the CATL website. Completion of grant report is required before you can can apply for or receive future CATL funding.

Each CATL Scholar is awarded a two-year fellowship that includes:

* compensation for two course teaching reassignments per year, or an equivalent amount of funding to be applied to the Scholar project or toward a summer stipend, and
* a $2500 faculty development fund per year to be used to pay for expenses relating to the CATL Scholar’s project.

**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
* Undergraduate student stipends for project-related work
* Materials and supplies or professional development opportunities related to the project
* 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 the CATL Scholar project.

## Who is Eligible

Individual or pairs of full-time, ongoing teaching faculty may apply. Applicants must ensure that Scholar compensation will not affect the recipient’s status as a full-time teaching faculty member, as defined by the Elon Faculty Handbook. (see Section II-2, “Minimum Teaching Expectation”). Note that scholar applicants who cannot take course reassignments may request to apply funds toward other project expenses or a summer stipend, of up to $5000 for up to 2 of the total course reassignments.

## Application Process

**CATL Scholar applications are due by 5:00 pm by the date each fall noted on the website.**

Applications will be reviewed by a faculty committee. To apply, send electronic copies (as a 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 3-5 page project description should be concise, well-organized, double-spaced and follow the guidelines provided below.**
3. **CV: A 2-page, abridged curriculum vita for each applicant**

If you have questions about the application or selection process, please contact catl@elon.edu.

**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      |
|  |
| 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 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? In what ways is your project innovative, creative, or transformative for teaching or learning in your discipline or more broadly? 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. **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?
3. **The project’s implications for you.** How central is this project to your teaching and other responsibilities as an Elon faculty member? How does this project further your development as a teacher-scholar?
4. **The project’s implications beyond the applicant.** What products of your project (ideas, materials, methods, etc.) might be a transferable to, or a model for, teaching and learning within your discipline or in other fields? What might be appropriate ways to “go public” with this project on and beyond Elon’s campus? How does your project align with Elon’s model of engaged learning or with your individual, departmental and/or school goals or plans?
5. **The project timeline and preliminary logistics:**
	* How will the project unfold over the two-year term?
	* How will students be involved in the project? Will students participate in the design, implementation, assessment, and/or dissemination of the project?
	* If your work requires permission from Elon’s Institutional Review Board, indicate the date approved or the expected approval date.
6. **The project’s budgetary needs.**
	1. How will CATL Scholar funds ($2500 per year per Scholar) be used to support the project – for student stipends, or materials/equipment, or conference travel, or something else? (Please list details of the budget)
	2. CATL scholars receive two course reassignments each year of your Scholarship. How do you intend to use your course reassign time for each year (one course each fall and spring for both years)?
	**NOTE**: Scholar applicants who cannot take course reassignments may request to apply funds toward other project expenses or a summer stipend, of up to $5000 for up to 2 of the total course reassignments. Therefore, if you are unable to take course reassignments, please articulate your plans for the additional funds.
7. **A brief bibliography of sources** that have the greatest relevance to your project.

**CATL Scholar applications are due by 5:00 pm in late September –**

**Consult CATL Scholars webpage for specific deadline.**

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