

Grants for Innovative Teaching Committee

The purpose of the Grants for Innovative Teaching Committee is to encourage, acknowledge, and provide financial support for educational enhancement to benefit the students enrolled and to provide the greatest return to the institution in its goal of excellence in teaching and learning.

The committee is chaired by a faculty member and its membership represents faculty, administration, and various departments in the college including CELT, Instructional Technology and Distance Education, and the Learning Lab. The committee has \$17,000 available annually to fund the Grants for Innovative Teaching. The funds awarded for the grant proposals must be expended during the academic year.

Calls for proposals for Grants for Innovative Teaching are issued two to three times per academic year; the third call depends upon how much of the funds they award for the first two times.

Early Fall Semester	for proposals for current academic year
Early Spring Semester	for proposals for current academic year
Later Spring Semester (if needed)	for proposals for current academic year and/or next academic year

For additional information, contact Chair Ryan Roberts @ 786-2771 or 786-2352 or by e-mail – Ryan.Roberts@lcc.edu. The 2007-2008 application for Grants for Innovative Teaching is attached.

GRANTS FOR INNOVATIVE TEACHING PROPOSAL 2007-08

The purpose of the Grants for Innovative Teaching Committee is to encourage, acknowledge, and provide financial support for educational enhancement to benefit the students enrolled and to provide the greatest return to the institution in its goal of excellence in teaching and learning.

Grant proposals should focus on improving, advancing, and/or enhancing teaching and learning.

Proposer(s) Name: _____	Date: _____
Program/Discipline: _____	Phone: _____

NOTE: Please refer to the attached Grant Process.

- 1. Please name your proposal and give a statement of what you are going to do and how it is innovative.**

Proposal Name:

Statement:

2. **How will your proposal improve, advance, and/or enhance teaching and learning? This must include the following:**
 - a. **Statement of the outcomes.**
 - b. **The method you will use to measure the achievement of the outcomes.**
 - c. **How this project would contribute to teaching and learning.**

3. **Please indicate the timeline which you will follow to complete the project if you are awarded a grant.**

4. **Please provide the total cost estimate of the project with an itemized listing.**

5. **How much of the total cost estimate (listed above) are you requesting from the GIT Committee?**

6. **What are your plans for sustaining this project beyond this “seed grant”?**

7. **Are there other insights or comments you would like to include to enhance the consideration of this proposal?**

If your grant is approved, upon completion of your project, you will be required to submit either
1) a brief, written summary, including financial accountability, addressed to the Grants for Innovative Teaching Committee or
2) a presentation through CELT.

3) A letter stipulating ineligibility to submit an Innovative Teaching Grant for 5 years will be sent to any grantee not fulfilling the contract.

ARTICLE IX Grant Process

- Section 1: A cover letter announcing the grant and the proposal form shall be distributed to faculty and academic administrators. Proposals shall be submitted to the committee assistant for the Grants for Innovative Teaching Committee. Department Chairs shall be provided a copy of the proposal form in digital format to aid applicants in completing the form.
- Section 2: Proposals must include an evaluation component to determine the success with which proposal goals have been achieved.
- Section 3: Proposals should **focus on improving, advancing, and/or enhancing teaching and learning.**
- Section 4: Grants shall be awarded for proposals that go beyond the regular contractual assignment. Grant funds cannot be used for payment of release time.
- Section 5: Grant timelines will be based on a fiscal year. All expenditures must be invoiced and paperwork and reports must be submitted by the Thursday before graduation in May.
- Section 6: The recommended cap for each grant is \$3,000 per fiscal year.
- Section 7: Materials purchased or developed as a result of a Grant for Innovative Teaching remain the property of LLCC.
- Section 8: Once a project has been approved and funded, each award recipient will receive a letter notifying them the grant has been approved. The recipient will need to sign and to return the contract to the committee assistant. The committee will provide the due date by which all materials need to be submitted. Any change in the terms of the project must be submitted in writing to the Grants for Innovative Teaching Committee for approval prior to the grantee's taking action to amend the project.
- Section 9: The report must include financial accountability for grant funds in written form to the committee assistant. The recipient will then choose between a written summary to the committee or a presentation through CELT.
- Section 10: If a written summary is not received or a presentation through CELT is not scheduled by the due date, as specified in the contract, a reminder letter shall be sent giving the grantee thirty (30) days from the date of the notice to submit a written summary or an approved CELT presentation scheduled. A letter stipulating ineligibility to submit an Innovative Teaching Grant for 5 years will be sent to any grantee not fulfilling the contract.