

**Grant Program Name: Faculty Development Grants
(Tracks: Teaching Innovation and Professional Development)**

Funding Source: UWL

I. Introduction

Faculty Development Grants (FDG) support projects and activities for the improvement of teaching and learning, and the professional development of faculty. Grants are intended to support work that is above and beyond normal faculty responsibilities; examples include, but are not limited to, learning about, implementing, or assessing new teaching strategies. Grants do not support activities that are part of normal faculty responsibilities, such as course revision, course development, and attendance of professional conferences.

II. Program Description

The Faculty Development Grant program supports projects in the following tracks:

- A. **Teaching Innovation (TI) Grants** are intended to encourage instructors to expand their pedagogical knowledge and expertise. The grants support small-scale projects in which instructors try innovative teaching practices and approaches in their classes. The innovation can be something completely new, invented by the applicant, or a practice new to the applicant even if the practice itself is not a “new” one in the field of teaching.
- B. **Professional Development (PD) Grants** support instructors to develop expertise or projects that enhance the quality of undergraduate and/or graduate academics at UWL. The grants may support activities during the academic year and/or summer. Projects may involve multiple applicants. Professional development projects typically are one of two types:
 - 1. Short-duration projects (e.g., attendance at a workshop on teaching in one’s discipline)
 - 2. Longer-term, ongoing projects (e.g., participation in a faculty seminar for a semester) that expand the training of the applicant in their area of expertise and can be translated into the classroom or other area of undergraduate and/or graduate academics.

Individuals who have applied for sabbatical leave may apply for a Professional Development Grant for a project that is related to or part of the sabbatical project. The project would be expected to fit the primary goals of the Professional Development Grant and should stipulate how it would enhance the quality of undergraduate and/or graduate academics at UWL. Applicants proposing sabbatical-related projects must submit a complete grant proposal, which will be judged on its merits as a professional development project. (See section V.D. for additional requirements for sabbatical-related projects.) Applicants are encouraged to seek funding from other sources to cover research-related costs that are not associated directly with the professional development project.

III. Award Information

- A. Project Dates of Award: July 1 – June 30, beginning the year following submission (project dates may be shorter for some awards)
- B. Number of funded awards for the past 3 years: 6-8 (Number and amount of awards is contingent upon funding availability.)
- C. Past Funding Range and Average (past 3 years):
 - 1. Teaching Innovation: \$336 - \$3,000, average: \$1,537
 - 2. Professional Development: \$1,547 - \$7,021, average: \$3,980

IV. Eligibility Information

- A. PI Eligibility: All current, full-time faculty, including instructional academic staff with a continuing appointment, are eligible. Faculty/staff from fully self-supporting programs are not eligible to receive funds from UWL-sponsored grant programs. Faculty/staff from self-supporting programs are encouraged to contact their department chair/unit director to request funds in support of their research, scholarly, pedagogical, and professional development endeavors. However, faculty/staff in these programs may submit an application to UWL-sponsored grant programs for review by the designated committee. The committee will evaluate applications as part of the standard review process with all other applications and identify those recommended for funding. A list of applications from faculty/staff in self-supporting programs that have been recommended for funding will be forwarded to the applicant(s)' department chair/unit director for allocation of funding. Funding is contingent upon availability of adequate resources within the program.
- B. PI Number Limit: Projects may be proposed by one or more applicant(s).
- C. Limit on Number of Proposals per PI: The program will support only one proposal per faculty member per year.

V. Proposal Preparation and Submission Instructions

All application materials must be completed and uploaded in Digital Measures in the Internal Grant Proposals section. A Grant Proposal Report must then be run and submitted as a PDF email attachment to grants@uwlax.edu by the deadline. Applications are required to contain the following elements.

A. **Digital Measures Entry and Supplemental Documents Guidelines**

Enter and upload the following information in Digital Measures in the Internal Grant Proposals section:

- *Funding Source:* Select "UWL Grant."
- *UWL Grant Program Name:* Select the program name that aligns with your targeted track: "Faculty Development Grant – PD," or "Faculty Development Grant – TI."
- *Project Title:* Provide a self-explanatory title.
- *Area of Focus:* Select those that apply to the proposed project.
- *Date of Grant Proposal Submission:* Enter the date the grant will be submitted. Make note of the date, which is later used to generate the Grant Proposal Report.
- *Start of End Dates of Project:* The project starts July 1 of the year following submission and ends the subsequent June 30 (e.g., if applying in January 2022, the start date would be July 1, 2022, and the end date would be June 30, 2023). Project dates may be shorter for some awards, but they may not extend beyond those dates.
- *Current Status:* Select "Currently Under Review." You will update this once you receive your letter from the review committee.
- *Grant Award Letter:* Leave this blank. If your proposal is funded, attach your award letter here.
- *Amount Funded:* Leave this blank. If your proposal is funded, enter the amount funded.
- *Final Report:* Leave this blank. If your proposal is funded, you will upload your final report here. See VII.C. and the [final report webpage](#) for more information.
- *Investigator(s):* Designate your role in the project. If there is more than one applicant or project director/principal investigator, add each person, their role, and affiliation (e.g., department, organization).

- *Amount of Proposal:* Enter the total amount requested.
- *Additional Funding Sources Applied for:* If you have already submitted or intend to submit this project to other internal or external sources, please indicate to whom and when. Otherwise leave blank.
- *Abstract:* Enter a brief, 100-word summary of the proposal.
- *Proposal Narrative:* Upload the final proposal narrative document. Refer to the specific guidelines for your targeted track (see B. Proposal Narrative Guidelines below).
- *Budget:* Upload the completed [budget template](#). Refer to the specific guidelines for your targeted track (see C. Budgetary Information below).
- *Budget Justification:* Upload the final budget justification. Refer to the specific guidelines for your targeted track (see C. Budgetary Information below).
- *Revised Budget and Revised Budget Justification:* Leave this blank. If your proposal is funded, you may be instructed to upload revised budget materials here.
- *Letters of Support:* Follow the guidance for your targeted track:
 - Teaching Innovation: Leave blank.
 - Professional Development:
 - a. Include at least one letter of support that addresses the overall importance or significance of the project or activity.
 - b. Projects that involve groups of faculty should include letters indicating individuals' commitment to participate in the project.
 - c. For projects that request support for international travel, include a letter of support from your immediate supervisor (e.g., department chair) addressing the significance of the proposal and its contribution to internationalization at UWL. The letter should also indicate how the proposal addresses program goals or needs within the applicant's unit and the university.
- *Additional Supporting Documents:* Follow the guidance for your targeted track:
 - Teaching Innovation: Leave blank.
 - Professional Development: Provide a condensed vita of a maximum two (2) pages for each applicant. Also attach any additional materials that would be useful in evaluating your proposal (e.g., brochures of institutes, program, or workshop information). If international travel is requested, upload the required international travel narrative in this section.
- *Approvals:* Enter your initials to indicate you will acquire the required approval from your department chair prior to submission. See section V.F. Submission Requirements.

B. Proposal Narrative Guidelines

Follow the specific guidelines below for your targeted track (TI or PD).

1. **Teaching Innovation (TI) Grant Proposal Narrative Guidelines**

Do not exceed four (4) double-spaced pages in 12-point font. Label the sections of your proposal with the headings below:

- a. **Description of Innovation.** Describe the teaching changes/innovations you plan to develop or adopt in your class and how this would be different from the way you teach currently. If more than one applicant is involved, describe the collaborative nature of the project.
- b. **Rationale.** Explain the rationale for the changes/innovation.
- c. **Assessment.** Explain how you will assess the effects of the changes on student learning.

2. **Professional Development (PD) Grant Proposal Narrative Guidelines**

Do not exceed eight (8) double-spaced pages in 12-point font. Label each section of your proposal with the headings below:

- a. **Description and Objectives.** Describe the project or activity and its objectives fully. Also explain

- how and when the objectives will be attained.
- b. **Impact.** Who will benefit from this project or activity and in what ways?
- c. **Assessment of Impact.** Describe how you will assess the impact of the project and the extent to which it achieves the objectives.

C. **Budgetary Information**

All applications must include the following budget documents:

- a. **Internal grant budget template:** Download from the [grant program webpage](#). This is a universal template used for multiple UWL grant programs, and not all categories listed in the template are allowable expenses for the FDG program. Refer to the guidance below by targeted track.
- b. **Budget justification:** For each item requested in the budget template, clearly explain what you need, why you need it to carry out your project, how you arrived at the amount requested, and other resources you may be leveraging. The document should not exceed two (2) double-spaced pages in 12-point font.

Follow the specific guidelines below for your targeted track (TI or PD) regarding allowable expenses and restrictions. Among other limits, the FDG program does not fund requests (1) to replace faculty in the summer or (2) for travel for the sole purpose of attending professional conferences.

Project activities, and funding availability, begin on July 1, following the review cycle. Activities, including all project-related spending, must be concluded by the following June 30.

1. **Teaching Innovation (TI) Grant Budget Guidelines**

The following types of expenses may be requested for the TI track:

- a. *Faculty Stipend:* A maximum of a \$1,500 stipend per applicant may be requested.
- b. *Student Workers:* Not allowed.
- c. *Travel:* Not allowed.
- d. *Other Costs:*
 - i. *Materials, Equipment Less than \$1,000, and Supplies:* Applicants may request items in this category up to \$1,500. Itemize and justify necessary items and their costs, being mindful of university [purchasing procedures](#). All supplies purchased with grant funds are, by definition, university property. If requesting software, contact ITS to explore site licensing cost efficiencies; indicate you have done so in the budget justification. Institutional discounted software prices can also be found at the following website: <http://www.wisc.edu/wisc>. Likewise, before requesting funds for common equipment (laptops, recording devices, etc.), please explore existing UWL resources and indicate you have done so in the budget justification.

2. **Professional Development (PD) Grant Budget Guidelines**

The following types of expenses may be requested for the PD track:

- a. *Faculty Stipend:* A maximum of a \$3,000 stipend per applicant may be requested depending upon the scope of the project. The stipend will be paid in equal installments over the period of the award.
- b. *Student Workers:* The budget justification should provide clear, concise descriptions of any student workers' roles/duties; justified hourly wage; and total number of hours they will work.
- c. *Travel:* Support for travel directly related to the faculty development project and activities may be requested. The budget justification should indicate why the travel is integral to your project and provide a detailed itemization of the related costs and the UW System sources for those costs. Refer to travel guidance on the [UWL Business Services website](#), [UWL TravelWise](#), and the [UWL TravelWise Calculator](#) for policies and rates for mileage reimbursement, airfare, per diem meal & incidental allowances, lodging allowances, etc.
 - i. International travel is defined as travel outside of the United States, Canada, and US possessions. Projects that involve international travel may request support, but the committee strongly advises the applicant to also apply for travel support through the [UWL International Scholarship Grant](#) if applicable. If international travel support is requested, the following additional requirements apply:

1. An additional narrative justifying the international travel portion of the proposal must be included not to exceed two (2) pages in length. Upload to Additional Supporting Documents in Digital Measures.
 2. Include a letter of support from your immediate supervisor (e.g., department chair) addressing the significance of the proposal and its contribution to internationalization at UWL. The letter should also indicate how the proposal addresses program goals or needs within the applicant's unit and the university. Upload Letters of Support in Digital Measures.
 3. If the proposal is part of sabbatical-related activities, adhere to the additional narrative and budget requirements addressed in section V.D.
- d. *Other Costs:*
- i. *Materials, Equipment Less than \$1,000, and Supplies:* Applicants may request items in this category up to \$3,000. Applicants are encouraged to look for funding from other sources. Itemize and justify necessary items and their costs, being mindful of university [purchasing procedures](#). All supplies purchased with grant funds are, by definition, university property. If requesting software, contact ITS to explore site licensing cost efficiencies; indicate you have done so in the budget justification. Institutional discounted software prices can also be found at the following website: <http://www.wisc.edu/wisc>. Likewise, before requesting funds for common equipment (laptops, recording devices, etc.), please explore existing UWL resources and indicate you have done so in the budget justification.
 - ii. *Services – Internal:* If you intend to use the [UWL Statistical Consulting Center \(SCC\)](#), please discuss the project with the SCC director before finalizing your budget.
 - iii. *Other:* In this budget template section, applicants may request support for:
 1. *Tuition or fees* for professional workshops, institutes, or seminars related to the improvement of teaching.
 2. *Honoraria* for outside presenters.

D. Sabbatical: Additional Requirements

If you are seeking funding for activities to be conducted during sabbatical leave, there are additional narrative requirements and budget considerations. Please see the [UWL Sabbatical Guidance website](#) for further information. If you are seeking funding for activities to be conducted on other types of institutional leave, consult with your dean

E. Deadline

Proposals are due to grants@uwlax.edu by noon (12:00 PM) on the fourth Friday in January.

F. Submission Requirements

1. Upload all proposals materials into Digital Measures and run a "Grant Proposal Report" (in PDF format) in the system.
2. Email a copy of the Digital Measures report to your department chair, allowing sufficient time prior to the submission deadline for your chair to review.
3. Communicate with your department chair to verify their approval of the application. The program does *not* require a letter of support or approval from your chair or dean.
4. By the deadline, email the Digital Measures report of the approved application to grants@uwlax.edu. Copy your department chair and any co-PIs in the CC line of the submission email.

Please note that a department chair has the right to rescind an application that has not received their approval prior to submission. If the proposed project involves international travel, the PI/PD should consult the Office of International Education & Engagement. **Important note:** If you make any revisions to your application content, you will need to re-run a new Grant Proposal Report in Digital Measures to submit. See the grant program website for a video on how to create your application in Digital Measures.

VI. Proposal Processing and Review Procedures

- A. The committee will use the following criteria to evaluate the quality of all Faculty Development Grant proposals in both tracks (TI and PD):
1. Overall impact
 - a. Extent and quality of improvement in student learning and teaching. In what ways and to what extent will the activities contribute to improvement in student learning, teaching, and curriculum?
 - b. Extent and quality of professional development of the faculty member. In what ways and to what extent will the activities contribute to the professional development of the faculty member?
 2. Creativity and innovation
 - a. In what ways and to what extent does the proposed project represent a creative or innovative solution to a problem addressed in the project description?
 3. Quality of the written proposal
 - a. Is the proposal comprehensible to a non-specialist audience? Proposals should be addressed to a non-specialist audience. Please clarify terminology and acronyms and minimize jargon.
 - b. Is the proposal complete and in the proper format? NOTE: The committee may decide NOT to review proposals that omit one or more sections of the required format.
 - c. Are the goals for the proposal clear and well supported? Do they align with the goals for the category for which the applicant applied (TI or PD)?
 - d. Is the assessment strategy a substantive and appropriate way to evaluate the project?
 4. Appropriateness of the budget
 - a. Do the funds requested seem appropriate to carry out the project?
 - b. Does the proposal clearly specify how the funds will be spent?
 - c. Is the cost of the project reasonable in light of the potential benefits?
 5. For applicants with previously funded FDG proposals:
 - a. The review committee considers the number and quality of previously funded grants for a given individual, and whether the individual submitted a final report for the grant(s).
- B. The committee will use the following additional criteria to evaluate the quality of all FDG proposals in the PD track:
1. Applicant's ability to complete the project successfully
 - a. Does the applicant have the experience and training necessary to carry out the project?
 - b. Does the proposal clearly specify how the project will be conducted?
 2. Support letters
 - a. Do the support letters attest to the need for and significance of the project, the applicant's ability to complete it successfully, and departmental or collegial support for it?
 - b. If other agencies or institutions are involved in the project, do their letters document interest and support for the project?
 - c. Do support letters indicate a commitment to participate from faculty members who are involved in the project?
 3. International travel: If the proposal includes international travel, the following additional criteria will be used to evaluate the international travel portion of the proposal:
 - a. Proposals must reflect a strong international orientation and be consistent with overall department, college/division, and university goals.
 - b. Proposals should also demonstrate benefits and application in the instructional area or student affairs area.
 - c. Proposals which demonstrate that the university will realize tangible benefits – i.e., future publications, program development, paper presentations, achievement of student learning outcomes, and/or research or consultation with other institutions – will be given priority.
 - d. The application should additionally address the following criteria:
 - i. Clearly defined outcomes for your travel, including specific examples of what will happen as the result of this travel in one or more of the following categories:

- Collaboration;
- Scholarly outcomes with an international focus; and/or
- Internationalization of curriculum (with attention to specific student learning outcomes).
- ii. Estimated travel expenses with appropriate documentation:
 - In the case of a conference, the significance of the conference to the applicant's faculty development project. Include documentation clarifying the applicant's role at the conference.
 - The international dimension of the proposed activity (language study, cultural events, conversations with foreign faculty and students, research, etc.).

C. Review and Selection Process

Proposals will be reviewed by the Faculty Development Committee. The CATL Teaching and Learning Specialist serves as an ex officio member of this committee.

VII. Award Administration Information

A. Notification of Award

PIs will be contacted by the Office of Research & Sponsored Programs (ORSP) typically by the middle of spring semester informing them whether their proposal was funded.

B. Award Conditions

If an award is made to an individual whose appointment is not renewed for the subsequent year, or they resign, all funds awarded shall be returned to the university.

The committee will **NOT** award a grant to a faculty member denied reappointment or to an individual who failed to submit an acceptable final report for a previously funded grant.

Project activities, and funding availability, begin on July 1, following the review cycle. Generally speaking, project activities, including all project-related spending, must be concluded by the following June 30. Please refer to the Business Services fiscal year end spending deadlines, which vary by expenditure type and typically require expenditures to be completed several weeks prior to June 30. Funds will not be carried forward into the next fiscal year unless prior approval is sought through the ORSP Internal Grants Coordinator. Approval is not guaranteed, rare, and only granted for extenuating circumstances. After the award is made, if a project cannot take place or requires modifications, contact the Internal Grants Coordinator for assistance in updating the award.

C. Reporting Requirements

A [final report](#) on project outcomes/accomplishments must be submitted to grants@uwlax.edu by August 31st. The final report should also be uploaded into Digital Measures. Failure to fulfill this obligation will make faculty ineligible for future internal grant funds until such a report is submitted.

VIII. Contact for More Information

Questions regarding the Faculty Development Grant program can be directed to the current [Chair of the Faculty Development Committee](#) and/or Bryan Kopp (bkopp@uwlax.edu, 608.785.6936).

Questions regarding international travel should be directed to the Office of International Education & Engagement (international@uwlax.edu, 608-785-8016).