Grant Program Name: Faculty Development Committee Grants: Teaching Innovation, Scholarship of Teaching & Learning, Professional Development
Funding Source: UW-L

I. Introduction
The Faculty Development Committee (FDC) grants support projects and activities for improvement of teaching and learning and professional development of faculty. The grants are intended for work that is above and beyond normal faculty responsibilities: examples include, but are not limited to, learning about, implementing or assessing new teaching strategies. The grants do not support activities that are part of normal faculty responsibilities such as course revision, course development or attendance at a professional conference.

II. Program Descriptions
A. Teaching Innovation 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. Scholarship of Teaching and Learning Grants (SoTL) support projects intended to advance teaching through scholarly inquiry into student learning. Scholarship of teaching and learning projects should:
   1. Focus explicitly on observed student learning “problems” that reflect a gap between what instructors expect students to learn and their actual performance.
   2. Propose a study to investigate the causes and possible solutions to the problem.
   3. Present systematic evidence that explains the problem and how to improve student learning.
   4. Culminate in a scholarly product that can be peer reviewed.

C. Professional Development Grants support instructors to develop expertise or projects that enhance the quality of undergraduate and/or graduate academics at UW-L. The grants may support activities during the academic year and summer. Projects may involve multiple applicants. Professional development projects typically fall into one of two types: 1) short-duration projects (e.g., attendance at a workshop on teaching in one’s discipline) or 2) longer, 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 to the classroom or other area of undergraduate and/or graduate academics.

The Faculty Development Committee also considers projects that involve one semester leaves. Individuals who have applied for a sabbatical leave may apply for a Professional Development Grant for a project that is related to or part of the sabbatical project. This 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 UW-L. Sabbatical recipients must submit a complete Professional Development Grant proposal, which will be judged on its merits as a professional development project. Applicants are encouraged to seek funding through other sources to cover research-related costs that are not associated directly to the professional development project.
III. Award Information
A. Anticipated Type of Award (length of time/dates): one year

B. Estimated number of Awards: 8-12

C. Anticipated Funding Amount
   1. Stipends: Teaching Innovation Grant: a maximum of $1,500 stipend per applicant. Scholarship of Teaching & Learning Grant: a maximum of $3,000 stipend per applicant. Professional Development Grant: a maximum of $3,000 stipend per applicant.
   2. SoTL and PD applicants can also request funds for supplies, travel, or student help.

   Note: funding is not available until July 1.

IV. Eligibility Information
A. Organization Limit: N/A

B. PI Limit: Full-time faculty members and instructional academic staff are eligible for grants.

C. Limit on Number of Proposals per PI: The FDC will support only one proposal per faculty member per year.

V. Proposal Preparation and Submission Instructions
A. Letter of Intent: N/A

B. Teaching Innovation Grant Application
   1. Body of the proposal. Label the sections of your proposal with the headings below. Do not exceed four (4) double-spaced pages in 12 point font:
      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. Budget Narrative. Explain each budget item. To compute travel costs please use the UW System Travel Regulations (http://www.uwlax.edu/budgetandfinance/travel/) for policies regarding mileage reimbursement, per diem meal allowances, lodging allowances, etc. You must justify encumbering costs prior to the July 1 availability of funds.

C. Scholarship of Teaching & Learning Grant Application
   1. Body of the proposal. Label each section of your proposal with the headings below. Do not exceed 8 double-spaced pages in 12 point font:
      a. Student Learning Problem. Describe and document the observed student-learning problem and explain its significance.
      b. Describe and Explain the Proposed Investigation. Describe the purpose of the study and the research strategies you will use to investigate teaching and learning. Describe the intended outcomes of the study in terms of better understanding of
teaching and learning, and, if appropriate, possible improvements in teaching and learning.

c. **Assessment.** Describe the plan to assess how the project affects student learning. Be sure to describe the anticipated student learning outcomes and how you will measure them.

d. **Product and Dissemination.** Describe the final scholarly product(s) and how you intend to share the work with others.

e. **Timeline.** Describe the timeline for the project.

2. **Budget narrative.** Provide a narrative that explains each budget item, and how and when the funds are to be used. To compute travel costs please use the UW System Travel Regulations ([http://www.uwlax.edu/budgetandfinance/travel/](http://www.uwlax.edu/budgetandfinance/travel/)) for policies regarding mileage reimbursement, per diem meal allowances, lodging allowances, etc. You must justify encumbering costs prior to the July 1 availability of funds.

3. **Vita.** A condensed vita, maximum 2 pages.

4. **Letter of support.** Include at least one letter of support that addresses the overall importance or significance of the project with respect to teaching and learning. Projects that involve groups of faculty should include letters indicating individuals’ commitment to participate in the project.

5. **Other materials.** Attach any material that would be useful in evaluating your proposal.

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**D. Professional Development Grant Application**

1. **Body of the proposal.** Should not exceed 8 double-spaced pages in 12 point font.
   a. **Description and objectives.** Describe the project or activity and its objectives fully, and 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.
   d. **Justification for leave.** If the project involves a leave, explain the need for the time away from campus, and explain why this project was not submitted to the sabbatical program.

2. **Budget narrative.** Provide a narrative that explains each budget item, and how and when the funds are to be used. To compute travel costs please use the UW System Travel Regulations ([http://www.uwlax.edu/budgetandfinance/travel/](http://www.uwlax.edu/budgetandfinance/travel/)) for policies regarding mileage reimbursement, per diem meal allowances, lodging allowances, etc. You must justify encumbering costs prior to the July 1 availability of funds.

3. **Vita.** A condensed vita, maximum 2 pages

4. **Letters of support.** Include at least one letter of support that addresses the overall importance or significance of the project or activity.
   a. Letter(s) of commitment for group projects. Projects or activities that involve groups of faculty should include letters indicating individuals’ commitment to participate in the project.
   b. Letters for leave requests. Requests for leaves must include: 1) a letter of support from the department chairperson indicating departmental support for the leave, 2) letters of support from any organizations or institutions involved in the project, and 3) a letter from your dean.

5. **Other materials.** Attach any material that would be useful in evaluating your proposal (e.g., brochures of institutes, workshops, etc.).
6. **International Travel**

International travel is defined as travel outside of the United States, Canada, and U.S. Possessions. If international travel funds are requested in the proposal, the following additional instructions apply.

a. An additional narrative for the international travel portion of the proposal must be included not to exceed 5 pages in length.

b. Keep in mind the criteria as given in VI below.

c. Include a letter of support from immediate supervisor (department chair/dean, etc.) addressing the significance of the proposal and its contribution to internationalization at UW-L. Also include how the proposal addresses program goals or needs within the applicant’s unit and the university.

d. If applicant has received IDF support in the past, please address briefly the success of outcomes.

VI. Expense Categories for Professional Development Grants and Scholarship of Teaching & Learning Grants.

**NOTE:** Funding is not available until the start of the fiscal year, JULY 1.

Applicants may request support for the following:

A. *Summer stipend.* Applicants may request a summer stipend up to $3,000 depending upon the scope of the project. Individuals who are employed full time in the summer or who have a UW-L research grant are not eligible for a summer stipend.

B. *Supplies and expenses.* Applicants may request supplies and expenses up to $3,000. Applicants are encouraged to look for additional funding from other sources.

C. *Statistical Consulting Center.* If you intend to use the Statistical Consulting Center, please discuss the project with the director of the center before finalizing your budget.

D. *Tuition or fees* for professional workshops, institutes, or seminars related to improvement of teaching.

E. *Honoraria* for outside presenters.

F. *Replacement costs* for semester leaves.

G. *Travel* directly related to the faculty development project and activities.

1. Refer to UW System Travel Regulations ([http://www.uwlax.edu/budgetandfinance/travel/](http://www.uwlax.edu/budgetandfinance/travel/)) for policies regarding mileage reimbursement, per diem meal allowances, lodging allowances, etc.

2. International travel. Applicants whose projects involve international travel may apply for travel support from the FDC, but the committee strongly advises the applicant to also apply for travel support to the UW-L International Faculty/Academic Staff Development Fund unless the Faculty Development Project does not qualify for IDF funding. See [http://www.uwlax.edu/grants/funding_sources/UWL_IDF.htm](http://www.uwlax.edu/grants/funding_sources/UWL_IDF.htm) for guidelines. For this
grant program, travel to Canada is considered domestic travel.

H. Funding restrictions. The FDC does not fund requests:
1. to replace faculty in the summer.
2. for travel for the sole purpose of attending professional conferences.

VII. Due Dates
A. Third Friday in September. Professional Development and Scholarship of Teaching and Learning Grants due in your College Dean’s office. (Exception: Dean’s signature not required for Teaching Innovation Grants).

B. Fourth Friday in September. Submit by email one (1) complete, final copy with appropriate signatures and letters of support in Word or PDF format to grants@uwlax.edu by NOON.

VIII. Proposal Processing and Review Procedures
A. The committee will use the following criteria to evaluate the quality of all Faculty Development Committee Grant proposals.
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
   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 goals for the proposal clear and well-supported? Do they align with the goals for the category for which the applicant applied (Teaching Innovation, SoTL, or PD)? Is the assessment strategy a substantive and appropriate way to evaluate the project? Do they assess the proposed goals?

B. The committee will use the following criteria to evaluate the quality of all SoTL and Professional Development Grants.
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. 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?

3. 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 (as in the case of some leaves), 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?

4. **International Travel**
   If the proposal includes international travel, the following additional criteria will be used for 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. All projects must be completed during the fiscal year for which the grant is awarded.
   e. If the grantee is unable to complete the travel due to illness, change in international conditions or any other valid reason, the grantee must notify the Provost immediately and provide justification. In most situations the travel funds will be returned to the IDF fund.
   f. The maximum duration of any award is one year.
   g. The application should 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:
   1. Proposals will be reviewed by the Faculty Development committee. The Director of the Center for Advancing Teaching and Learning (CATL) serves as an ex officio member of this committee.
   2. Proposals that include **international travel** will also be reviewed by the Dean’s Council. The Dean’s Council will only review the international travel portion of the proposal.

Updated July 2015
IX. Award Administration Information
A. Notification of Award: PIs will be contacted by the Provost informing them whether their proposal was funded.

B. Award Conditions:
1. A faculty member must agree to return to the University of Wisconsin-La Crosse for at least one academic year of service immediately following the completion of the grant project. Otherwise, the faculty member must repay any compensation received from the grant.
2. The FDC 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).
3. 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.
4. Individuals who are employed full time in the summer or who have a UWL Faculty Research Grant are not eligible for a summer stipend.
5. Faculty members who are within three years of retirement should not apply for a Faculty Development Grant.

C. Reporting Requirements
1. SoTL Grant recipients will be expected to present their work at a campus wide teaching conference or symposium.
2. SoTL Projects will very likely need review by the Institutional Review Board for the Protection of Human Subjects in Research. However, you do not need to have IRB approval to submit the SoTL Grant Proposal.

X. Contact for More Information:
A. Questions, if any, can be directed to the Chair of the Faculty Development Committee and/or the Director of the Center for Advancing Teaching and Learning: 785-6872, catl@uwlaex.edu

B. Questions regarding international travel should be directed to the Office of International Education at 785-8016.