



**Minnesota
STATE COLLEGES
& UNIVERSITIES**

Grant Guidelines

CTL INSTRUCTIONAL DEVELOPMENT GRANTS

The Office of the Chancellor's Center for Teaching and Learning is seeking applications for funding demonstratively effective faculty-led projects addressing faculty or instructional development topics. These projects should have broad impact involving multiple faculty members and/or multiple campuses.

Applications are due by November 30, 2009. Notification of awards is planned for mid-December 2009. Projects may begin upon award and must be completed before the end of the Spring 2011 semester. This grant program is supported by funds from the Office of the Chancellor. Prospective applicants may contact:

GRANT MANAGER

Thomas I. Wortman

Assistant Director

Center for Teaching and Learning

thomas.wortman@so.mnscu.edu

(651) 297-1483

ELIGIBILITY

All full- and part-time faculty members, administrators, and staff at Minnesota State Colleges and Universities are eligible to be involved in these projects. Teams must be led by a faculty member and include at least two other team members. The other team members may be faculty, administrators, staff, students, or external partners.

PROJECT CHARACTERISTICS AND FUNDING

Approximately \$50,000 is available for this grants program. Applicants can request up to \$5,000.

Instructional Development grants are opportunities for faculty members to engage in projects with broad impact and/or across multiple campuses. The primary focus of these grants is on faculty development and instructional development, and how the projects will improve teaching and student learning.

Examples of possible projects

- A one-day seminar with an invited speaker that addresses how to accurately measure student learning outcomes.
- A hands-on workshop to discuss how faculty members can best meet the needs of students with diverse backgrounds and educational goals.
- Gathering faculty members together from many fields to discuss how best to make courses writing-intensive.

- Hosting a mini-conference where faculty members from the region or throughout the state share their techniques for engaging students in the online classroom.
- Inviting an expert (perhaps from Minnesota Campus Compact) to conduct a symposium on how service-learning can be applied in nearly any course.
- Hosting a regional meeting to display how redesigning large-enrollment introductory courses improves student learning in those courses.
- A large group of faculty members work together to identify and implement ways that course content can be connected across disciplines, especially between STEM fields and the arts and humanities.

Applications that have one or more of the following characteristics are especially encouraged and will receive priority consideration. The proposed project will earn bonus points in the review process if it:

- is based on a collaboration between at least one university and one college;
- incorporates collaborations with academic support or student services staff as part of the project;
- engages partners in ways that increase the impact of grant dollars (each partner must provide a letter of commitment, describing its role in and commitment to the project);
- addresses underserved populations and measure results as they apply particularly to students from those groups;
- includes some matching funds or in-kind contributions from the applicants' institution(s).

Applications that have the following characteristics are discouraged and will receive lower priority:

- The budget consists solely of any one of these categories:
 - supplies;
 - equipment;
 - travel; or
- The project involves re-granting funds to faculty members for smaller projects.

You are encouraged to visit www.ctl.mnscu.edu for more information, and to contact Thomas Wortman, thomas.wortman@so.mnscu.edu, (651) 297-1483 as you begin the application process.

PROJECT PLANNING

Planning a faculty/instructional development grant project requires collaboration and much forethought.

Ideas for project planning

- Design an agenda with a focused theme and specific outcomes.
- Focus on pressing teaching and learning issues that are common across disciplines.
- Extend the theme of a systemwide conference to your campus or your region.
- Enlist colleagues that have completed a project pertaining to the theme to plan and to present.

SUBMISSION AND REVIEW PROCESS

Step 1. Complete your application using the online *MyGrants* system (www.mygrants.mnscu.edu).

Applicants are required to submit applications by November 30, 2009, using the online *MyGrants* application program available at www.mygrants.mnscu.edu. For assistance, contact the grant manager.

Step 2. Your dean reviews and approves the application.

The appropriate deans at the cooperating institutions (e.g., the dean for the program area or, at a two-year college, a dean of instruction) must review each application and submit a letter of support. The letter of support should show:

- how the project fits institutional plans and priorities; and
- how it will be supported.

Step 3. Your Chief Academic Officer and Business Officer or Director of Sponsored Programs review and approve the application.

The Chief Academic Officer (e.g., Vice President for Academic Affairs) and your business officer/director of sponsored programs must also review and approve the application. A signature page is included in the print version of the *MyGrants* application and must be received by mail, e-mail, or fax by the application deadline.

Step 4. You submit the application via *MyGrants*.

Applicants are required to submit applications by November 30, 2009 using the online *MyGrants* application program available at www.mygrants.mnscu.edu. For assistance, contact the grant manager.

Step 5. A grant review committee reviews all applications.

A review committee comprising faculty members from several colleges and universities and staff members from the Office of the Chancellor will make recommendations to the director of the Center for Teaching and Learning and the appropriate associate vice chancellor. The committee will use the following guidelines in evaluating applications.

APPLICATION ELEMENTS AND SCORING CRITERIA

The application should include the following elements, all submitted via the online *MyGrants* system (<http://mygrants.mnscu.edu>). The maximum point values to be awarded by reviewers are indicated for each element and its sections.

1) Abstract of 100 words or fewer

2) Project Narrative (80 base points plus 20 bonus points) This may be entered in the form or uploaded as an attachment to the online application. If added as an attachment, the document may be a maximum of 16 pages using 12-point font, double-spacing, and one-inch margins. This narrative should include the following sections describing:

- a. Project Overview
- b. Statement of Need (20 points)
- c. Intended Outcomes/Goals and Activities to Address those Goals (including measurable targets and measurable impact on participants) (20 points)
- d. Planning and Implementation Timeline (20 points)
Must include a feasible planning and implementation timeline.
- e. Plan for assessment/evaluation (Participation and attendance numbers are not sufficient; an ideal assessment will measure the project's impact on participants immediately after the project and again at some future time.) (20 points)
- f. Bonus: Up to 20 bonus points will be available for projects that:
 - i. are based on a collaboration between at least one university and one college (up to 4 points);
 - ii. incorporates collaborations with academic support or student services staff as part of the project (up to 4 points);
 - iii. engage partners in ways that increase the impact of grant dollars (each partner must provide a letter of commitment, describing its role in and commitment to the project) (up to 4 points);
 - iv. address underserved populations and measure results as they apply particularly to students from those groups (up to 4 points);
 - v. includes some matching funds or in-kind contributions from the applicants' institution(s) (up to 4 points).

3) Detailed Project Budget and Budget Narrative, describing proposed uses of requested grant dollars and (if applicable) matching funds (from internal reallocation or external partners). Indirect costs will not be funded.

BUDGET INFORMATION

Applicants should use the table below as a guide while completing the budget section of the *MyGrants* application.

Budget Category	Guidelines & Policies
Salaries	Funds cannot be used for faculty or staff compensation.
Consultant/Speaker Fees and Expenses	You are encouraged to include system colleagues as presenters. Typically speaker fees or honoraria are not paid to in-system presenters. Those speakers may be paid travel and meal expenses. If appropriate, outside speakers may be engaged. Travel, lodging, and meals for any speakers should be included in the budget.
Travel	Participants from outside of town must provide and pay for their own transportation to these workshops. Participants are encouraged to apply for reimbursement using their personal or program/discipline campus-based professional development funds.
Lodging	CTL funds may pay for no more than 50 percent of participants' (double-room) lodging expenses at the designated facility only for one night. For example, if a hotel charges \$100 for the night of housing for two people, CTL funds may pay for up to 50 percent of each person's fee (\$25 each). Overnight lodging will not be provided for participants whose work location is within 35 miles of the project site.
Meals	<p>On site meals that are provided as part of a project or workshop may be covered by CTL funds: maximum of one breakfast (\$7), one lunch (\$9), one dinner (\$15), and two breaks (\$3 each) at state guidelines for a total of \$37.</p> <p>No payment is allowed for alcoholic beverages or for the arrangements to serve them, such as a cash bar.</p>
Materials/Supplies	These may include printing, copying, postage, long distance telephone. CTL can provide considerable support in creating a Web page and online registration for your workshop. Upon request, CTL also provides folders for workshop materials and printed participant name badges.
Facilities	CTL encourages the use of Minnesota state college and university campus facilities for projects or workshops. These facilities are conducive to teaching and learning discussions and are often available at lower cost than commercial sites.

Budget Category	Guidelines & Policies
Indirect/Administrative costs (Overhead)	CTL funds may NOT be used for administrative overhead (facilities and administration) costs. Facilities and administration costs up to 12 percent may be included in matching funds.
Other Sources of Funding	<p>Be sure to indicate any sources of additional funds. These sources may include, but not be limited to:</p> <ul style="list-style-type: none"> • Registration fees • Department, college, or institutional funds • Funds from another organization(s) budget(s) • In-kind contributions by an institution, such as space, administrative support, etc. • Facilities and administration costs up to 12 percent may be included in matching funds.

Application Details

The most successful applications answer each of the questions below.

Topic	Application should address
Statement of Need	<ul style="list-style-type: none"> • What issue or problem is being addressed? • Why is the project important? How do you know it is important; what is your evidence (i.e., how has the issue/problem been documented)? • How is the project linked to institutional and/or state system priorities and initiatives?
Outcomes & Goals	<ul style="list-style-type: none"> • What are the project's specific, measurable goals? • What specific outcomes do you plan to achieve? • How will the project's planned activities achieve these outcomes? • How will it promote improvements in student learning and/or in student engagement?
Activities	<ul style="list-style-type: none"> • How were the activities selected to address your particular issues? • Who will be involved (how many faculty members, students, etc.)? • What hurdles or limitations do you expect to encounter, and how will they be addressed?
Implementation Timeline	<ul style="list-style-type: none"> • When are planning and project activities going to occur (include dates and tasks to be completed)?
Assessment and Evaluation	<ul style="list-style-type: none"> • How will you know that you have achieved your outcomes? <ul style="list-style-type: none"> ◦ What kinds of assessments will you use? • What is the impact on campus or on multiple campuses? <i>NOTE: participation and attendance numbers are not sufficient; an ideal assessment will measure the project's impact on participants immediately after the project and again at some future time.</i>
Dissemination Plan	<ul style="list-style-type: none"> • With whom will you share your results?
Bonus	These are generally integrated throughout your proposal. See descriptions in the <i>Application Elements and Scoring Criteria</i> section
Budget & Narrative	<ul style="list-style-type: none"> • How much money will the entire project require? • Is each category's request clearly explained and justified? • What resources, supplies, or other funding are you obtaining from other sources?
Total	The online application does not limit the length of the application, but applicants should ensure that a printed version of the application does not exceed 16 regularly typed pages. We strongly encourage attaching a Word or PDF version of the project narrative to the online application.