Instructional Improvement Grants

Sponsored by the
Faculty Development Committee

Objective of the Grants

The objective of the Instructional Improvement Grants is to encourage faculty to plan and implement creative approaches to teaching. The Grants should not only encourage and stimulate faculty members to develop new teaching methods but also enhance student learning at Troy University. The Grants provide funds to support and promote teaching improvements.

Role of the Faculty Development Committee

The Faculty Development Committee (FDC) reviews the proposals and submits its recommendations for funding to the Senior Vice Chancellor-Academic Affairs. The Chancellor authorizes funding. Grants are awarded on a competitive basis.

The FDC reserves the right to return proposals that are ineligible (See Eligibility) or incomplete (See Guidelines). Under certain circumstances, the FDC might request revisions and clarifications of proposals.

Eligibility

Regular teaching faculty members of Troy University, with tenure or in tenure-track positions, are eligible to receive an Instructional Improvement Grant. Temporary, visiting, adjunct, or part-time faculty members are not eligible, nor are teaching assistants. A faculty member may receive any number of Instructional Improvement Grants with the maximum amount for any grant being $2000, and the total amount of $4000 during any three-year period. Applicants must list a complete grant history in the proposal (See Guidelines). An ineligible faculty member cannot restore eligibility by co-authoring a proposal with an eligible faculty member; the FDC will return the co-authored proposal.

Deadlines

Proposals must be submitted prior to commencement of the activity for which it is requesting funds. For the fall, faculty must complete and submit applications by the first Friday in September (prior to the beginning of the Fall semester in which work will begin). Deadlines for the spring will be the first Friday in February (prior to the beginning of the Spring semester in which work will begin).

Notification of Approval

Each application will receive a letter of approval. The Chair of FDC sends all letters of approval. Reviews generally require a minimum of seven to ten days. The Committee will act on all proposals needing additional information in no less than one month. Committee members are not permitted to discuss the status of proposals with applicants. Refer all questions to the Chair.

Payment Information/Schedule

First, the applicant must sign and return the letter of approval. The Chair of FDC will then set up an account for allowable expenses of the grant amount. Upon the completion of the project (and submission of the final report – see below), the grantee will submit an expense report of any remaining expenses. If necessary, the grantee should submit a completed reimbursement form (including all applicable receipts or documentation).

Reimbursement forms may be found at
http://trojan.troy.edu/employees/finance/forms.html

Original receipts must be sent with reimbursement forms. Requests for grant monies must be received no later than 30 days following expense to receive payment. In the event travel or expenses fall during the month of July or August the expense forms must be received no later than August 31.

Grantees should be aware that the Faculty Development Committee adheres to Troy University Travel Policies. These funds may be forfeited if the request for reimbursement does not follow Alabama law and Internal Revenue Service regulations. Please go to the following web address to read the policies regarding travel:
http://www.troy.edu/epolicy/manuals/706.htm#706.

No additional funds will be given to co-authors; they will share the single sum of the grant amount. The University will not issue interim checks. In addition, be aware that the FDC will only reimburse the grantee. A department or college cannot be given FDC funds. Grantees may be required to cover expenses themselves initially before reimbursement. The grantee will be responsible for any applicable local, state, or federal taxes arising from this grant (if any).

Amount and Number of Grants

Individual grants are limited to a maximum of $2,000. The number of grants awarded each year depends on the size of the grant budget and the number of competing proposals for other grants (Research, Summer Research, Paper Presentation, and Page Charge and Reprint). All proposals compete for funding from the same budget pool.

Criteria for Selection

The Committee will use the following four criteria to judge the merits of each proposal:
The proposal should

    1) Present a clear rationale and a set well –defined objectives as to how teaching and learning will be improved;

    2) Show how the results of the project can be used for improving instruction in other sections, courses, or disciplines at Troy University;

    3) Demonstrate that many students and/or target groups will benefit from the project.

    4) Specify procedures for implementing and evaluating the project.

Use of Grants

Funds from these grants may include some of the following:

> • General expenses for developmental activities such as supplies, curriculum materials, student labor, travel, educational media, consultation or other resources needed to complete, implement, and evaluate the project.
> • Limited support to hire graduate students for short periods to perform specific and well–defined tasks that are germane to the project. Grant funds are not intended to substitute for graduate assistantships.

Letter of Support

The proposal must include one letter of support from the applicant's department chair. This letter should be included in the Appendix (see guidelines). The letter of support must accompany the proposal and cannot be submitted later. For this reason, applicants are strongly advised to request letters of support ahead of time to avoid missing deadlines. Both the chair and the dean of the applicant's college must sign the cover page of the proposal.

Limitations and Exclusions

• The grantee may not use the funds for partial payment of salary; partial payment of salary is restricted exclusively to Summer Research Grants.

• The grantee may not use the funds to assist in the completion of a master's thesis or doctoral dissertation.

• The grantee may not use the funds to support research or development activities of graduate students.

• The grantee should not use project funds to purchase materials or services that are already available on campus, or are expected to be provided by departments. The Budget Page must justify such expenditures.

• The grantee must ensure that all funds and procedures related to the project comply with state and University standing policies. For example, monies for "contingencies" or "refreshments" are not considered appropriate and will not be supported.

Guidelines for Preparing the Proposal

Format

> • Grant proposals submitted to Blackboard (see below) must be in Word format (.doc format).
>
> • Use 12-point type in standard fonts such as Times New Roman, Arial, Helvetica, etc. Avoid unconventional or highly stylized fonts.
>
> • Set margins at one inch (1") throughout (top, bottom, left, and right).
>
> • Print page numbers in headers in upper right-hand corner.

Proposal Guidelines

> The proposal for an Instructional Improvement Grant must include the following section, arranged in the order presented:

- **Checklist (no page number)**

- **Cover Page (no page number)**

- **Institutional Research Board Approval (or exemption statement)**

- **Budget Page (first page)**

- **Project Abstract (125-250 words)**

- **Narrative (limited to 6 double-spaced pages)**

- **Grant History (a listing of all previous Faculty Development awards)**

- **Publications and Presentations**

- **Appendix (one letter of support)**

Checklist

Prepare the Checklist in accordance with the sample provided. The applicant may use the enclosed sample, a photocopy of it, or a retyped replica of it. Although the Checklist is the top page of the proposal, it should be filled out last. It serves the purpose of ensuring compliance to format and guards against the submission of incomplete proposals. Do not number the Checklist.

Cover Page

Prepare the Cover Page in accordance with the sample provided. The applicant may use the enclosed sample, a photocopy of it, or a retyped replica of it. The Cover Page requires the signatures of the applicant(s), department chair, and dean. Do not number the Cover Page.

Institutional Review Board Approval

All researchers using living subjects are required to receive approval through the Troy Institutional Review Board (IRB) prior to conducting research. A copy of the approval letter from the IRB must be included for a proposal to be considered. Applicants conducting research which does not include living subjects may simply include an exemption statement to that effect with their proposal.

Budget Page

A complete list of all items and resources needed for the project should immediately follow the Cover Page. Itemize and justify all proposed expenditures, including the following (be as descriptive as possible - the Budget Page should list all items by descriptive title and provide recommended brand names, model numbers, and accurate prices):

1. Non-consumable equipment
2. Consumable supplies
3. Travel
4. Books, reprints, microfilm, etc. (not available through interlibrary loan)
5. Total amount requested

In addition, the budget should indicate those items and resources contributed by the department or college/school and those items for which funds are requested from the FDC.

The Budget Page is the first page of the proposal. Start the numbering on the Budget Page and then number all pages consecutively.

Project Abstract

Include a summary (125-250 words) of the proposed Instructional Improvement project on a separate sheet following the Budget Page. Do not exceed word limit.

Narrative

The narrative portion of the proposal should not exceed 6 double-spaced pages. Do not omit any subsections. Narratives should conform to the following outline:

1. Project Rationale. Present a clear statement of the problem that the project addresses and justify the proposed approach.
2. Project Objectives. Present a clear statement of what the project intends to accomplish.
3. Significance. Explain the overall contribution of the research upon completion of the project.
4. Project Evaluation. Describe the methods that will be employed to determine whether project objectives are being achieved.
5. Long-term Benefits. Demonstrate how the proposed project benefits the department and University. Explain how the insights gained from the project will be incorporated into existing course materials.
6. Project Time Schedule. Describe and chart the sequence of major events occurring during implementation of the project.

Grant History

Prepare a complete list of all previous Faculty Development Grants. Include the grant category(ies) (Instructional Improvement, Paper Presentations , etc.), year(s) of award(s), grant titles(s), amount(s) of grant(s), ad co-author(s), if any. If no proposals have been previously funded, the applicant should state this fact. However, the applicant does not need to list rejected proposals.

Publications and Presentations

List all presentations and publications that have resulted from previous Faculty Development Grants. Identify the grant(s) that supported the research. If no publications have resulted, the applicant must state this fact. Even though first time applicants might not be able to list any presentations or publications, they must still complete this section and state that their research is just beginning.

Appendix

Include one brief letter of support as an appendix to the proposal from applicant's department chair. The letter of support should indicate that the supervisor is aware of the submission of the proposal and supports the allocation of the time that the faculty member will be devoting to the research project and possibly diverting from other departmental activities. The department chair and dean must also sign the Cover Page. When chairs submit proposals, they only need to submit a single letter of the support from their immediate supervisor: the dean of the school/college. Since write "N/A" or "Not Applicable" in place of the chair's signature on the Cover Page.

Submission of Proposals

There are two steps to the submission process:

First, submit the original proposal (including the checklist, cover page, letters of support, or other supporting documents – if required) with all original signatures to the Chair of the Faculty Development Committee. Applicants must submit and sign the checklist to assure that their

proposals conform to the required format and contain all sections and subsections. The Checklist is placed on top of the proposal. Incomplete and/or non-conforming proposals will be returned.

Second, the proposal (minus any letters of support or any photocopied documents required) must be submitted in electronic format (.doc format ONLY) to the Faculty Development Committee course in Canvas. (Please note that the checklist and cover page are on the FDC website in Word format. These forms must be included (minus signatures) as the first two pages of the proposal. Do NOT submit two separate documents on-line. If you wish to scan your original proposal in its entirety and post it on-line, you may do so, but this is not required.)

To do this:
1. Go to the Troy University home page (**www.troy.edu**)
2. Click on Student/Faculty & Staff drop down menu and Select Canvas.
3. This will take you to the Log In page. For "User ID" enter your username and password.
4. Go to your courses and select Faculty Development Grant Submissions.
5. Go to the assignments for this course and click on the current year's folder to upload your proposal.

Acknowledgement/Post Grant Responsibilities

The grantee must acknowledge the financial assistance of Troy University in the introduction or other appropriate section in any documents resulting from this Grant, such as internal departmental and University publications, or formal extramural publications. In addition, grantees should make every effort to participate as requested in any planned faculty colloquia or brown bag luncheons.

Final Report

By accepting the award, each grantee agrees to submit a final report that includes an evaluation of the project, along with observations and insights that could potentially benefit others at the University. The grantee should also enclose materials and publications developed from the project. Failure to submit a final report or submitting a final report that does not meet accepted professional standards will disqualify the applicant for the future funding.

Disposition of Materials, Supplies, and Equipment

The grantee should transfer all materials, supplies, and small items of equipment at the conclusion of the project to the grantee's department or school. The department or school should return unwanted equipment to the FDC, which will use the equipment to support other projects.

Additional Questions

Direct additional questions to FDC Chair.