GUIDELINES
SCHOLARLY TEACHING GRANTS, 2015-2016

- A Scholarly Teaching Grant is given to assist faculty members in implementing pedagogical innovations in their classes based on the relevant scholarly literature. A careful review of the relevant scholarly literature is required and the pedagogical innovation has to be guided by those findings. A thorough assessment of the teaching innovation and sharing the results at LMU is also required, but it does not have to yield a scholarly publication.
- Proposals are limited to 2-3 single-spaced pages for the narrative and have to follow the outline below. An additional page is allowed for the bibliography. For grant recipients, your name, title, and project description as well as your final report will be made available on the CTE website.
- Scholarly Teaching Grants are awarded only to full-time tenured, tenure-track, or clinical continuing faculty members (AY 2015-16). If a recipient fails to sign his or her contract with the university for the following academic year, the grant will automatically be revoked; grant money will be paid only upon receipt of a signed contract by the university.
- Work on the project must be completed during the 2015-2016 academic year.
- Awardees have to complete a final report and send it to the Director of the Center for Teaching Excellence, summarizing the outcomes of the project. Instructions for completing the final report will be available on the CTE Website. All relevant material developed during the duration of the project has to be included with the final report. In addition to submitting a final report, awardees will share their results with LMU faculty in a presentation, discussion, or similar venue at the Center for Teaching Excellence; the exact format and timing are to be determined with the Director of the Center for Teaching Excellence. The report and concluding CTE event must be completed no later than December 2, 2016.
- Two types of grants are available – individual grants of $2,000 per project and collaborative grants for up to $3,200 per project (to be split equally among all applicants). Seventy percent of the grant amount will be awarded at the beginning of the grant period; the remaining 30% will be awarded upon receipt of the final report and oral presentation of the project in the Center for Teaching Excellence. The faculty member(s) relinquish(es) the final 30% of the grant stipend if the final report plus material are not submitted and if the concluding presentation is not completed by the December 2, 2016 deadline. For collaborative projects, based on the conditions outlined here, payments are made to all applicants or none (nobody is paid if some or all conditions are not met by some of the applicants).
- Grants are intended to support projects that implement and assess pedagogical innovations in a course (or several courses) at LMU, including such projects as, but not limited to:
  a. application and evaluation of innovative instructional methods to be used in a course;
  b. exploration of new or different means of assessing learning in a course based on specific pedagogical elements of the course;
  c. development of new team-teaching or interdisciplinary strategies within a course;
  d. integration of new technologies into a course only as part of a broader pedagogical strategy which is the main focus of the study;
  e. development of a new course only if the focus is on significant pedagogical innovations and the course replaces a similar course by the same instructor.

Scholarly Teaching Grants can be given only for innovations in classes that are part of the regular curriculum and taught regularly (summer and study abroad classes will be considered
only in exceptional circumstances if they very clearly meet the aforementioned criteria). Grants cannot be awarded retroactively for innovations in classes taught prior to summer 2015 – the faculty member can petition for spring 2015 class(es) to be considered, if he/she provides evidence of the research that has gone into designing the pedagogical innovation.

- Grants are not awarded for innovations within a program or general new course development.
- Grants expenses can be applied to the installment payments. Only expenses that are directly and clearly related to and necessary for the project will be considered upon presentation of appropriate original documentation (the application has to identify any such need); they are subject to the approval by the CTE Director. The grant recipient is responsible for all taxation-relevant aspects of the grant. Expenses cannot exceed the amount of either installment; final payment, whether for expenses or as salary, is made only if all grant guidelines are met. If the grant recipient wishes to apply any expenses to the first installment, then he/she has to declare so upon acceptance of the grant. Such requests have to be turned in latest by the beginning of the semester after the grant award – all payments from the first installment will be held back until all relevant receipts have been handed in. A share of the initial installment can be held back until the payment of the final installment for the purpose of covering expenses – such a request has to be made in writing upon acceptance of the grant. All receipts have to be handed in before the end of the spring semester after the grant award.

- There are no restrictions on additional funding given to faculty for other projects during the grant period. However, faculty may not receive funding from other sources for the specific project proposed in the grant application to CTE. Receipt of such funds voids the grant award. If funds are received for a closely related project at any point during the project, then it is the applicant(s)’s responsibility to provide a written explanation about the relationship between the projects to the CTE Directors in a timely fashion – further funding through the Walsh Grant requires the written approval by the CTE Director. If such additional funding for the same or a closely related project is not revealed in a timely manner, and, if applicable, before the award of the Scholarly Teaching Grant, then the Scholarly Teaching Grant is automatically forfeited.

- Faculty may not receive funding from the same CTE grant for two consecutive years. Recipients of a Patricia Walsh SoTL Grant in the previous year may not receive a Scholarly Teaching Grant. Recipients of a Teaching Innovation Grant in the previous year may receive a Scholarly Teaching Grant if the project is unrelated. A Scholarly Teaching Grant cannot be awarded to a project that is the same or a similar to one that was awarded a Teaching Innovation or Patricia Walsh SoTL Grant previously.

- Reviews of the grant applications by the Committee on Excellence in Teaching will be as anonymous as possible. Names and departments of applicants will be removed before the proposals are evaluated by the committee. Applicants should include their names only on the cover sheet of the proposal.

- Proposals should contain language that is understandable to faculty colleagues in different disciplines. The use of disciplinary jargon should be avoided; necessary technical terms need to be explained appropriately.

- The committee assumes that the applicant is already familiar with the problem, technology, pedagogy, or innovation on which the project focuses. Thus, the proposal should be a specific formulation of a problem where the applicant has already researched the relevant background literature. The proposal also has to clearly identify the class(es) and details of the implementation of the teaching innovation.
• Proposals are due in ONE pdf file by email to the Center for Teaching Excellence (teachers@lmu.edu) by latest January 30, 2015, 5pm PST. The submission email has to be forwarded with the proposal and the link to or copy of the appropriate evaluation form to the respective Dean(s) and Chair(s) by the same deadline. Proposals received after the due date will not be considered for an award.

OUTLINE OF PROJECT DESCRIPTION
SCHOLARLY TEACHING GRANT, 2015-2016

On separate sheets of paper (separate from the form below), provide the project title and a narrative covering the following items – do not include your name, department, or school in the header or footer of the narrative or bibliography. Proposals should contain language that is understandable to faculty and colleagues in different disciplines. The narrative should not exceed three single-spaced pages. Use 11 or 12 pt proportional standard font and one inch margins. An additional bibliography page listing references/citations pertinent to the project may be added as a 6th page. Arrange the narrative using each of the headings listed below.

1. Title

2. Project Description: [100-250 words] Give a brief specific statement of the teaching issue and pedagogical innovation you plan to investigate and implement. State the key question for your project.

3. Motivation: Describe the aspects of your previous class that led you to consider the teaching innovation suggested in your project. Explain why you have chosen the teaching innovation suggested in your project.

4. Background Research: Summarize the relevant background literature in the area of the project. You should have thoroughly researched the scholarly teaching and learning literature on this topic. Explain how your project is informed by the extant literature.

5. Learning Outcomes: Describe the anticipated student learning outcomes. They should be clearly delineated and appropriate.

6. Assessment: Describe how you will assess the success of your project. Valid assessment requires more than anecdotal evidence. For example, simply stating that you will solicit students’ opinions of the innovation will usually not be considered an adequate assessment plan. The assessment plan should be clearly defined, significant, appropriate for the teaching innovation and in light of the relevant literature.

7. Calendar: Describe your work plan and indicate the dates associated with the beginning, major parts of execution, and completion of the project. Indicate when the relevant classes are scheduled. Ensure that the amount of work you are proposing is appropriate for your projected timeline.

8. Interest: Clarify how the results of the project, and its presentation or discussion at CTE, will be of interest to other LMU faculty.

9. Material: Clarify what kind of material you expect to develop as part of the grant. You will have to include this in your final report.

10. Expenses: Indicate all project-related expenses and provide an estimate of their magnitude, if you intend to submit them for reimbursement. Also indicate when you will incur these expenses. (Your expenses may be listed on a separate sheet, not included in the 3-page count.)

Project descriptions that do not meet the required format and length restrictions will not be considered for evaluation.
TIMETABLE
SCHOLARLY TEACHING GRANT, 2015-2016

January 30, 2015  A copy of the proposal is due as ONE pdf file by email to the Center for Teaching Excellence, teachers@lmu.edu. Forward that email with your proposal and including a link to or a copy of the appropriate evaluation to your Chair(s) and Dean(s).

February 6, 2015  Chairs’ and Deans’ evaluations are due to the Center for Teaching Excellence, at teachers@lmu.edu (UHall Suite 3000).

Mid March, 2015  Recipients of Scholarly Teaching Grants are notified.

March 27, 2015  Faculty Acceptance Letters from all Applicants are due to the Center for Teaching Excellence.

June, 2015  70% of grant is awarded, conditional upon receipt of a signed contract for the coming academic year (assuming that no amount is held back for expenses).

May 6, 2016  All relevant receipts for the final installment have to be handed in.

Semesters  Present completed project at the Center for Teaching Excellence (CTE), format to be determined in consultation with the CTE Director; the written report is due at the same time. The final 30% of the grant are awarded upon completion of presentation and upon receipt of the written report plus relevant material. The final 30% of the grant will not be paid if the final report and concluding presentation are not completed by December 2, 2016, or if the instructor has left LMU during the grant period.

Spring 2016 or Fall 2015

Attach the cover sheet to the front of the project description. Add your expense page followed by our bibliography page, if applicable, right after the project description, and append the signature page(s) at the end of the package. Merge all pages into ONE pdf document and send it off to the CTE.
Please fill in this page and include as first page in your grant application packet pdf file. Do not include your name(s) on any of the other materials in your application packet except, obviously, on the "Conditions pertaining to a Scholarly Teaching Grant" signature page. The proposals will be submitted to a blind review by the Committee on Excellence in Teaching.

CTE Grants received in the last 5 years:
(all teaching and travel grants, continue on back or separate sheet if necessary)

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<th>Type of Grant</th>
<th>Project Title</th>
<th>Final Report Date</th>
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If you did not submit a final report for any of these grants, please explain the circumstances.
CONDITONS
SCHOLARLY TEACHING GRANT, 2015-2016

Please read carefully and sign each item. For a collaborative project, each applicant has to sign a separate copy of this form. Your application will be considered only if all signatures are completed. Please scan the signed form(s) and include as the last pages in the pdf file of your application.

I. I understand that the funding of a SCHOLARLY TEACHING GRANT for 2015-2016 requires that I (and my co-applicants) have signed and returned a valid contract for full-time teaching at LMU for the 2015-2016 academic year.

Signature ____________________________________________

II. I understand that I (we) may not receive funding for the project suggested in this application from another source during the duration of my project. I (we) forfeit my (our) award and am (are) required to return the money if I (we, one of us) receive(s) such funds. I also understand that I (we) am (are) required to report all funding for closely related projects promptly and will need to get written approval for continued support through the Scholarly Teaching Grant in such a case.

Signature ____________________________________________

III. I agree to let the Center for Teaching Excellence post my name, title, and project description on the CTE website. I also agree to allow the Center for Teaching Excellence to use my (our) final report in its reports and publications and to let the CTE post my (our) final report on the CTE website.

Signature ____________________________________________

IV. I agree to obtain written permission from any student whose work will be publicly disseminated in its entirety or in significant parts. (anonymous short quotes do not require permission if in compliance with IRB approval)

Signature ____________________________________________

V. I understand that if I (we) do not complete the final report and a presentation at the CTE in a format to be determined in consultation with the CTE Director by or before December 2, 2016, or if I (one of us) leaves LMU in during the grant period, I (we) relinquish the final 30 percent of the grant stipend.

Signature ____________________________________________

VI. For collaborative projects only, I do understand that to receive payment, all applicants have to comply with the guidelines of the project.

Signature ____________________________________________